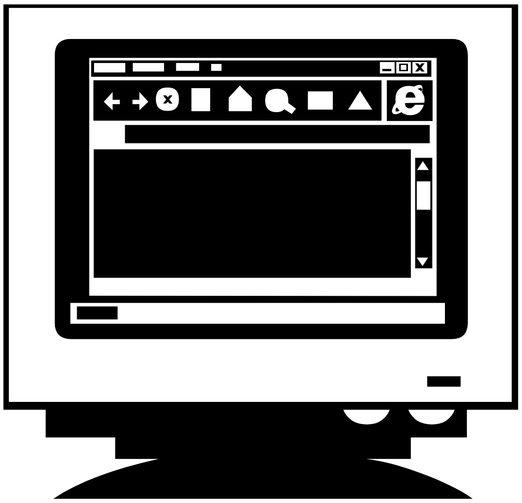
Justice Court
External Review Procedures
Using CORIS[1]



Administrative Office of the Courts
Audit Services

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[1] The External Review procedures are based on the experience and opinions of the AOC Audit Services Department, Administrative Office of the Courts.

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Justice Court External Review Procedures for Courts Using CORIS[2]

Three fundamental categories of duties must be separated: 1) custody of assets, 2) authorization of transactions, and 3) record keeping/accounting. In situations where it is impractical to separate duties, external review procedures need to be implemented. The external review needs to be performed by a person who does not have responsibility to receipt and/or deposit cash and check receipts, process/record transactions in the accounting records, including disbursements, or issue/mail checks. If such a person is not available, it is possible to have clerks perform review procedures over each other's transactions, provided there are controls in place to ensure that each clerk's transactions are distinguishable and all transactions are subject to review.[3]

The external review should be performed on a regular basis. It is recommended the review be performed at least quarterly (reviewing the prior 3 months transactions), but monthly is preferred. The following checklist can be used to: 1) identify the review procedures that can be performed, and 2) document the review results.

Reviewer: ______________________________

Review Date: ______________________________

A. Citations Recorded in the Case History

Objective: To verify that citations issued within the court's jurisdiction are received and recorded accurately in the case history.

Procedures:

1. For the period under review, obtain a complete listing of citations issued within the court's jurisdiction from each citing law enforcement agency.
2. Select a sample of citations from each listing. Trace the citation to the case history based on the defendant's name and date of violation. Was the citation recorded? If yes, do the violations cited on the citation agree to the case history? If no,

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[2] This document details external review procedures for courts that use CORIS. The procedures help to compensate for separation of duties weaknesses in a one-clerk office in which the clerk may also perform record keeping duties for the local government. A court may employ more than one clerk but still operate as a "one-clerk office" because of the duties assigned to each clerk.

[3] To distinguish each clerk's transactions: 1) The automated computer system must assign a clerk ID to each transaction. 2) Clerks must be required to use a unique user ID and password to access the system. 3) Passwords must be kept confidential and not shared between coworkers. In addition, the court needs to have a policy that: 1) A receipt will be issued for all in-person payments. A notice stating this policy needs to be posted at the payment counter. 2) Mail receipts will be logged/receipted in the presence of two people. (For this purpose, mail payments are defined as all payments received where the payer is not present, e.g. cash bail from the jail, port of entry payments, etc.)

determine if the violation occurred in the court's jurisdiction by following up with the law enforcement agency.

Results:

B. Credits / Adjustments / Reversals / Dismissals (C/A/R/D)

Objective: To verify that C/A/R/D transactions entered by the clerks are valid.

Procedures:

1. Generate a listing of all C/A/R/D transactions entered within a specified date range. The report should list the case number, the date the C/A/R/D transaction was entered, and the clerk ID that issued to C/A/R/D transaction. (Refer to Attachments 1, 2, 3. and 4 for steps to generate the specific C/A/R/D transaction listing, e.g. Credit Detail Report, Adjustments to AR report, Transaction Reversal Report.)

2. For each C/A/R/D transaction on the report** trace to the daily accounting records or case file (depending on where the documentation is filed) to verify that the transaction was:

   - Authorized (per the UFBS, judicial order, or CJA rule).
   - Reasonable, per the documentation. For example, adjustments and reversal are entered to correct errors or to eliminate invalid account receivable amounts. The reason for the adjustment or reversal needs to be documented.
   - Documented adequately. For example, as to credit transactions, can the credit be traced to supporting documentation showing that the credit is valid? As to an adjustment or reversal, was transaction sufficiently documented to explain events? Is it possible to verify the explanation, e.g. payment receipted to wrong case can be traced to the appropriate case.

   ** If there are many transactions a sample of the transactions can be reviewed instead of the entire population. However, the sample needs to include a few sample items for each type of C/A/R/D transaction.

3. For credits and adjustments, verify that the credit/adjustment was applied properly.

   - If the credit was based on compliance per the UFBS, the credit needs to be applied to the offense. If the credit related to a surchargeable offense, the credit needed to be applied proportionately to the fine and surcharge for that offense. If the credit related to several offenses, the credit needs to be applied in the same proportional percentage as the fine and applicable surcharge for the offenses.

- If the adjustment was due to an error, is the event explained and supported. For example, if the payment was receipted to the wrong case, the payment can be traced to the correct case, which is supported by the receipt records. If the wrong amount was entered, the amount and payment mode can be traced to the receipt issued to the payer, which can be traced to a validated deposit slip.

Results:

C. Court Hand Receipt Books

Objective: To ensure all hand receipts books are controlled, secured properly, intact. To verify that monies receipted by hand receipts were subsequently receipted on the case management system.

Note: This section focuses on the procedures for the use of court hand receipt books. The procedures help to: 1) ensure all hand receipt books are controlled and secured properly, 2) ensure the numerical sequence is intact, 3) verify that monies receipted by hand receipt were subsequently receipted on the case management system, and 4) identify and review hand receipts voided during the review period to ensure the void was proper. It is preferable that all payments be receipted directly on the system and that hand receipts not be used except when the system is unavailable.

In Section D. that follows, the daily totals are verified. Payments from *all* sources (including hand receipts) are verified and traced to the case management system to ensure all monies collected are recorded on the system in the same amount and cash/check/credit card composition. Voided hand receipts are also reviewed to ensure the void was proper and sufficiently documented.

Procedures:

1. Obtain a copy of the Hand Receipt Log listing the numerical sequence of the complete inventory of hand receipts books at the court. Locate and account for all hand receipts books recorded on the log: 1) hand receipt books unassigned, 2) hand receipt books assigned to cashier clerks, and 3) hand receipt books completed and returned to the custodian.
2. Verify that receipt books (including the unassigned inventory) are stored securely: Each clerk/custodian assigned a book should store the book in a locking desk drawer or secure device where only that clerk has access. Are all hand receipt books accounted for? Are hand receipt books secured by the custodians?
3. For assigned and completed books** verify that all information has been entered by the clerk: For voided receipts, all three copies should be retained in the book with the word “VOID” written across the face. Note any hand receipts that are missing from the books, which is an irregularity that needs further investigation.

**Once completed books have been reviewed, these books would not need to be reviewed again - provided all receipts were properly used or voided. The reviewer could note for future reference which completed books did not need to be reviewed again.

4. Verify the numerical sequence and that copies are intact: Scan the receipt books. Note any receipts that are missing, which is an irregularity that needs further investigation.
5. For hand receipt books assigned and currently in use, select a sample of hand receipts that were issued during the review period. (A sample of 25 issued hand receipts is sufficient to review when more than 25 hand receipts have been issued during the review period.) Trace each sample hand receipt issued, per the pink copy retained in the hand receipt book, to the Transaction Detail report. For each hand receipt verify: 1) the payment was entered on CORIS within three banking days and included in the daily deposit, and 2) the payment tender type (e.g. cash, check, money order) per the hand receipt agrees with the tender type per CORIS.

D. Receipting Process and Daily Balancing

Objective: To verify that the amounts recorded per the receipt records (hand receipt books and Payment Logs), Cash Count Forms, Receipt and Payment Registers, system accounting reports (Transaction Detail, Cashier Totals report, Revenue Distribution report), and the validated deposit receipt are accurate and complete. To verify that the cash/check composition per the receipt records, Cash Count Forms, and system accounting reports agrees with the composition per the validated deposit receipt. To verify that hand receipts voided for the dates reviewed were proper and sufficiently documented.

Procedures:

Select sample dates for review. For each date:

1. Account for numerical sequence of the court hand receipts issued. Trace all payments per the hand receipts to the Transaction Detail Report to verify that the payments were receipted on the system. Verify that the payment mode (cash or check payment type) was entered correctly. (*Note:* it is preferable that all receipts be receipted directly on the system and that hand receipts be used only when the system is unavailable.) Account for all hand receipt books currently in use per the Hand Receipt Log maintained by the Hand Receipt Custodian. Determine that hand receipts were issued, voided, or are still unused in the receipt book.
2. Verify that payments from all sources (other than in-person payments receipted directly on the case management system) were subsequently receipted on the system. This includes payments receipted in the court hand receipt books, payments received from the county jail, the port of entry, and by mail:
   - Review the log of payments received and court hand receipt books. (The court needs to have a policy that any monies received from sources other

than in-person is recorded on a log in the presence of two people immediately upon receipt. Types of such payments include: mail payments, cash bail, port of entry payments, restitution, checks returned as undeliverable, checks returned due to insufficient funds. Multiple logs may be used for the multiple payment sources.) Are the logs and hand receipts sufficiently detailed? Is a system receipt number recorded on the log/hand receipt to show that the payment was subsequently receipted on the system?

- Trace the payments recorded on the payment logs and receipted in the court hand receipt books to the Transaction Detail report to verify the payments were receipted on the system and the detail is accurate, e.g. case number, payer name, payment tender type, payment date, etc. (If there are many receipts recorded on the logs and in the court receipt books for that date, a sample can be traced into the system instead.) Confirm that all detail information on the log(s) and receipt books agrees with the information recorded on the Transaction Detail report.
- Identify checks forwarded to another party or court, per the payment logs. Consider, on a sample basis, contacting the court to verify the payment was received and applied to the proper case.

3. Verify that the cash and check composition of monies received remained intact until it was delivered to the local government treasurer's office:
   - Compare the totals and detail for cash, check, and money orders received per the Cash Count Forms to the totals and detail per the Transaction Detail report. After adjusting for reversal transactions, the totals and detail should agree.
   - Compare the composition totals and detail (cash/coin, check amount and check number) per the Transaction Detail report to the totals and detail per the validated deposit slip. After adjusting for reversal transactions on the Transaction Detail report, the totals and detail should agree.
4. Examine the hand receipts, payment logs, Cash Count Forms, Cashier Totals report, Transaction Detail report, and validated deposit slips. Are the records complete, accurate, and authentic? Have corrections/modifications been made? Were the corrections/modifications documented, e.g. explanation written to the side and initialed. The reviewer needs to follow-up on any corrections/modifications to understand the basis for the changes.
5. If hand receipts were voided, verify that the void was proper and sufficiently documented. Determine if: 1) The cause for the void and its resolution were documented on the receipt. 2) The explanation provided was reasonable and proper. 3) The original receipt and copies are marked as “void” and retained in the receipt book. 4) A second person authorized the void as shown by the person’s signature/initials on the receipt.
6. On a regular basis, verify the balance of each clerk’s cash change fund. The verification needs to be performed in the presence of the clerk to whom the fund is

assigned and documented on a Cash Count Form. See Attachment 5, Cash Count Form.

7. Identify checks returned as undeliverable per the mail log. Trace to the case file and docket to determine the resolution for these monies. If the check was re-mailed after a new address was determined, consider verifying that the payee received the check. If a payee cannot be located, management needs to ensure that the check was canceled and the monies flagged and remitted to the Division of Unclaimed Property, per UCA §67-4a-203 and 207. The process for remitting is determined locally between the court and the local government, but management at the court does need to have a record of court monies that are unclaimed and the disposition of such monies.

Results:

E. Recorded Collections (Revenue and Trust)

Review of Recorded Daily Totals

Objective: To verify that monies collected are recorded and reported accurately. To verify that cash bail and restitution received per the validated deposit receipt was recorded accurately in the court accounting records and the local government ledger account. To verify that cash bail applied as revenue was applied to the proper case and the allocation was accurate.

Procedures:

1. Generate an Over/Short Report. (Refer to Attachment 6 for steps to generate the Over/Short Report.) Review the explanation given for the over/short and steps taken to resolve the differences in the “Transaction Reason” field on the report. Determine if the reason is reasonable or if a pattern exists.

For each date selected for review above:

2. Verify that monies (revenue and trust) deposited per the validated deposit slip were posted in the local government ledger: Trace totals (revenue and trust) per the validated deposit slip to the corresponding account in the local government ledger.
3. Verify that trust monies collected per the Transaction Detail report (e.g. bail for mandatory appearance cases, Finders checks, or restitution) were posted in the trust account in the local government ledger or disbursements journal, (if the trust monies were disbursed): Trace trust monies collected per the Transaction Detail report to the appropriate trust account in the general ledger. Is the amount accurate and identified with the proper case name/number? Do the entries listed per the Transaction Detail report agree with the entries per the ledger?

4. Verify that trust monies transferred from trust to revenue per the Transaction Detail report were transferred properly in the local government ledger accounts: Trace the trust monies (e.g. cash bail and Finders monies) from the applicable trust account to the court revenue account. Is the amount accurate and identified with the proper case name/number? (CORIS will update the Trust Account Summary and individual case history automatically with the transfer).
5. Verify that trust monies transferred from trust to revenue was applied to the correct offense(s): Trace to the case file and determine if the transaction is supported by documentation. For example, cash bail was applied because the time period for holding Finders money had expired, a judicial order directed that cash bail be forfeited and applied to the underlying fine amounts due, or cash bail was applied on a bail forfeitable case. If there are many cash bail transfers from trust to revenue, a sample of cases can be reviewed.
6. For all trust monies transferred from trust to revenue, determine if the transfer disposes of all cash bail/Finders monies. Any trust monies refunded needs to be traced to the Disbursements Journal (see G. Disbursements below).

Results:

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Review of Monthly Totals

Objective: To verify that the amounts remitted to the State Treasurer per the State Deposit Report agrees with the amount per the Justice Court Monthly Report.

Procedures:

Select a recent month for review as follows:

Note: For this test, the reviewer may need to test the month prior to the month just ended to allow time for the disbursement request to be processed, a check to be issued by the local government, and the validated deposit slip returned.

1. Verify the proper amounts were remitted to the State Treasurer: Trace the amounts due the state per the Justice Court Monthly Report to the amounts remitted per the validated State Deposit Report Form. (The state treasurer returns a validated copy of the State Deposit Report upon receipt of the monthly remittance.) The totals should agree unless the amount remitted was adjusted for some documented reason. If so, the related case numbers need to be documented as well. (On occasion, the amount remitted may need to be manually adjusted after the reports are generated because an error was discovered.)
2. Verify the monthly remittance was forwarded by the 10th day of the month following collection, per state law: Trace the remittance to the applicable local

government ledger account. (For this, the reviewer will need to request from the local government auditor/recorder/town clerk a copy of the general ledger account from which amounts due the state are remitted.) Was a check issued timely? If not, determine if the delay was with the court or the local government. Does the check amount agree with the total amount per the State Deposit Report?

Results:

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F. Trust Monies

Objective: To verify that trust accounting records are accurate, trust monies are being held properly, and monitoring procedures are effective.

Note: Trust monies receipted and transferred to revenue are verified above under E. Recorded Collections - *Review of Daily Collection Totals*.

Procedures:

1. Verify the accuracy of trust monies held per the court records: Generate a Trust Account Summary report. Select a sample from each trust type page (e.g. Bail, Finders, Restitution, Trust Overpayment, etc.) and trace to the case history and case file (if necessary) to verify that monies are properly held in trust. For example, the monies are being held pending the defendant’s court appearance, or a Finders Check is being held pending the 40-day notice period to the defendant. Next, trace each sample item, case name and amount, to the local government ledger trust account to verify that the monies are being held per the local government ledger.
2. Verify the accuracy of trust monies held per the local government ledger trust accounts: Select a sample from the entries in the trust account(s) per the local government ledger and trace to the court trust records (Trust Account Summary report). Are the case name, number and amount accurate? Next, trace to the case history and case file (if necessary) to verify that the monies are properly held in trust. For example, the monies are being held pending the defendant’s court appearance, or a Finders Check is being held pending the 40-day notice period to the defendant.
3. Verify that cash bail held in trust per the local government ledger is reconciled to cash bail held in trust per the court record (Trust Account Summary and case history) at least quarterly, but monthly reconciliation is preferred: Obtain the reconciliation records from the assigned person. Determine if a reconciliation was performed within the past three months. Was agreement between the two records established? For example, after reconciliation did the total amount shown for the two records agree? Did the detail entries for individual cases agree? Were cases

identified during reconciliation that caused the amounts to differ? If so, were the proper entries made to bring the two records into agreement?

Verify a sample of the reconciling entries to determine if the entries were proper: For example, common entries to correct errors include: 1) Cash bail may have been received and recorded in the court records (Trust Account Summary and case history), but not recorded in the government ledger, and 2) Cash bail may be forfeited and applied to revenue per the Transaction Detail report and case history, but the transfer was not recorded in the local government ledger bail account. 3) Cash bail may be refunded per the local government ledger bail account, but the bail refund was not recorded in the court record (Trust Account Summary and case history).

Note: Procedures for review of the monthly reconciliation between the ledger and the bank statement are not detailed here because it is assumed that the local government holds the court trust account. Thus, reconciliation between the ledger and bank statement activity are performed at the local government level. However, if the court clerk also has duties at the local government level, the court needs to verify that the reconciliation or review of the reconciliation occurs by someone other than the court clerk.

Results:

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G. Disbursements

Objective: To verify that all disbursements are accounted for and that disbursements are valid and proper.

Procedures:

1. Verify the numerical sequence of the disbursement requests processed since the last review: From the disbursement request file and disbursement journal, confirm the ending disbursement request number from the last review and the beginning number for the current review. Next, scan the numerical sequence of disbursement requests to be included in the current review to ensure there are no gaps in the numerical sequence. Next, trace the numbers from the disbursement requests to the disbursement journal to verify the disbursement is recorded on the journal and there are no gaps in the numeric sequence on the journal.
2. Verify that disbursements are supported by sufficient documentation to show that the disbursement was valid: Examine the disbursement requests and supporting documentation in the disbursement file. Are all disbursement requests properly supported? For example, does a judicial order exist authorizing the payment of restitution or the refund of cash bail? Is there a valid juror/witness certificate with sufficient detail to trace to the case docket? Does the disbursement documentation have the initials of the second person reviewer? Is the

disbursement also recorded in the case docket, e.g. restitution disbursed or cash bail refunded.

3. Verify that the disbursement was reviewed and approved by a second person. This would be evidenced by the second-person reviewer's signature on both the disbursement request and in the indicated column on the disbursement journal.
4. Verify the completeness and accuracy of disbursements per court records: Trace the detail amount, payee name, case number, date, etc, shown on the disbursement requests to the detail recorded on the journal. Does the detail per the disbursement request agree with the detail per the journal? Are all disbursement requests per the file recorded on the journal? For each disbursement recorded on the journal, is there a copy of the disbursement request in the file?
5. Verify the completeness and accuracy of disbursements per the local government ledger: Compare disbursements per the disbursement journal to disbursements per the related ledger accounts (e.g. cash bail, restitution, or expense). Are disbursements per the ledger accurate? For example, for each disbursement request processed by the court is there a disbursement recorded in the proper ledger account? For all disbursements in the local government ledger accounts is there a valid disbursement request per the court records?

Results:

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H. Monitoring

Objective: To ensure that the methods of monitoring cases and citations are effective and that cases can be concluded.

Procedures:

1. *Non-Adjudicated Cases:*

The warrant order, issue, and recall process is automated on CORIS provided the clerk follows the automated warrant procedures. (Refer to Attachment 7 for details.)

Physical review of non-adjudicated citations: Scan through the holding file for open citations not yet beyond the 40-day time period for paying bail forfeiture. Verify a sample of citations in the file to ensure that citations are being pulled for warrant after the 40 day time period expires.

Are cases referred to the prosecutor for possible dismissal per CJA Rule 4-703 after a period of inactivity? (Although CJA Rule 4-703 states outstanding citations and warrants issued at least one year prior to the requested dismissal date, AOC General Counsel notes that courts typically let warrants remain outstanding 2 - 3 years before dismissal. To avoid the statute of limitations, it is the best practice to ensure an information is filed when a warrant is issued.)

Because warrants are not issued on infractions, a separate review procedure is needed to verify that infractions are monitored and followed up on as necessary. Generate Name Index Traffic Report – Infractions (refer to Attachment 8 for details). For infractions on the list that are not disposed (or a sample if there are many) go into the case history on CORIS to verify that the case is not in default or needs follow-up procedures.

2. *Adjudicated Cases:*

Physical review of pending case files: Review the file where pending cases are filed. Pull a sample of case files to verify that the cases are active. For example, a court date or review date is pending, or some other appropriate action is pending.

Identifying adjudicated cases in default per CORIS: Generate a Collections Report. (Refer to Attachment 9 for steps to generate the report.) Note that cases with a warrant outstanding will appear on the list if a fine amount owing is past due. Such cases are validly on the list. Select a sample of cases on the listing to verify that cases are identified for follow-up and collection activities. For cases selected, trace to the case docket and case file, if necessary. Is the case status being monitored? For example, are payments current? Did the defendant comply with the court's order, e.g. treatment or community hours? If not, has the case been set for an order to show cause or other appropriate action? Is the amount due per the Collections Report valid? Cases may appear on the list with an invalid amount due because interest was not adjusted when the final payment was made.

Results:

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I. NSF Checks

Objective: To ensure that checks returned due to insufficient funds are properly recorded and accounted for.

Note: These procedures assume that monies are deposited with the local government. When a check is returned from the bank due to insufficient funds, the local government notifies the court. The court enters an NSF transaction on the case, which causes the payment to also be reversed from court revenue collections.

Procedures:

NSF transactions are recorded as a reversal on CORIS. The procedures for reviewing reversal transactions on CORIS are detailed above (see B. Credits / Adjustments / Reversals / Dismissals.)

In addition to those procedures intended to verify the validity of reversals on CORIS, perform the following:

1. Trace the returned check to the individual case history and file to determine if: 1) the defendant was notified of the returned check, as evidenced by documentation in the case file and entries in the case history, 2) the proper fees were assessed, and 3) the payment was reversed in the case history and the amount re-assessed.
2. Trace the returned check amount to the local government ledger to verify that the check amount was reversed in the court revenue account.

Results:

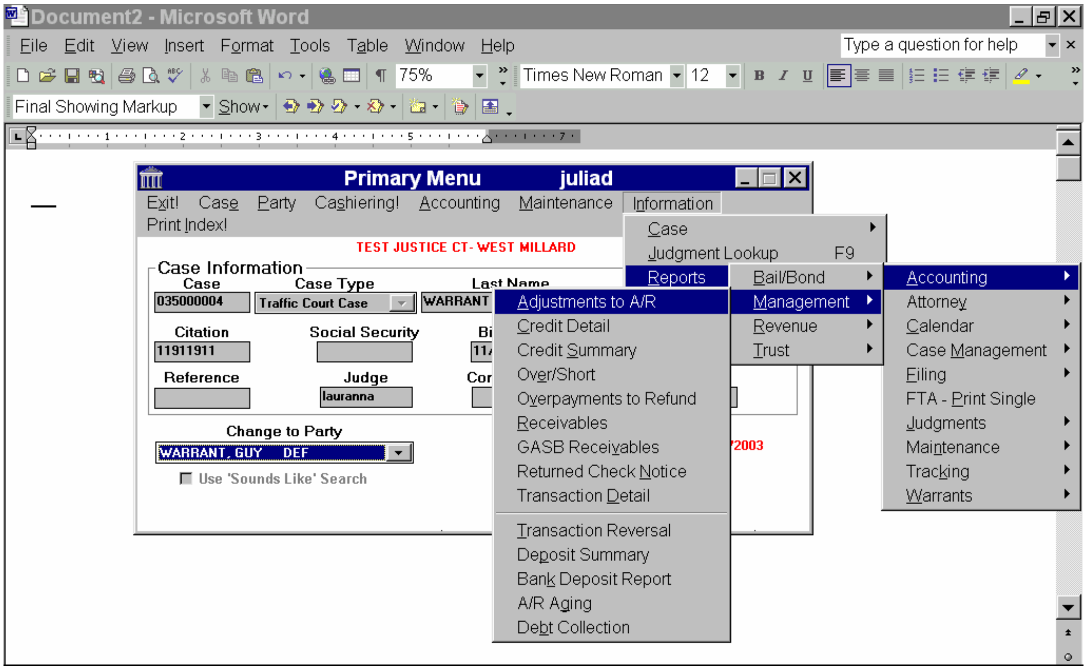
Appendixes

CORIS Report: 1. Credit Detail Report

Uses: Provides a list of credits on CORIS within the specified date range. Examples of credits: credit/suspension of fine amounts per the UFBS, credit for community hours worked, credit/suspension of fine upon completion of drug school, and credit for jail time served. The report is sorted by journal number.

Steps

1. From the CORIS **Primary Menu**, select *Information / Reports / Accounting / Management / Credit Detail.*


Document2 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
75%
Times New Roman
12
Final Showing Markup
Show
Primary Menu
juliad
Exit! Case Party Cashiering! Accounting Maintenance Information
Print Index!
Case
Judgment Lookup F9
Reports
Bail/Bond
Management
Revenue
Trust
Accounting
Attorney
Calendar
Case Management
Filing
FTA - Print Single
Judgments
Maintenance
Tracking
Warrants
Adjustments to A/R
Credit Detail
Credit Summary
Over/Short
Overpayments to Refund
Receivables
GASB Receivables
Returned Check Notice
Transaction Detail
Transaction Reversal
Deposit Summary
Bank Deposit Report
A/R Aging
Debt Collection

TEST JUSTICE CT- WEST MILLARD

Case Information

Case: 035000004

Case Type: Traffic Court Case

Last Name: WARRANT

Citation: 11911911

Social Security:

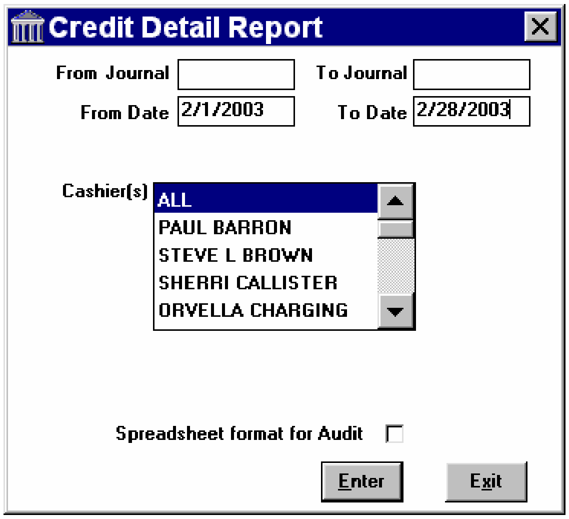
Judge: lauranna

Reference:

Change to Party: WARRANT, GUY DEF

☐ Use 'Sounds Like' Search

2. The screen below appears. Enter the “From” and “To” dates for the period under review. The “From” and “To” journal numbers could be used in the alternative. (See instructions for the using “Journal Search” option to identify journal numbers / dates.) Click on “Enter” to generate the report.

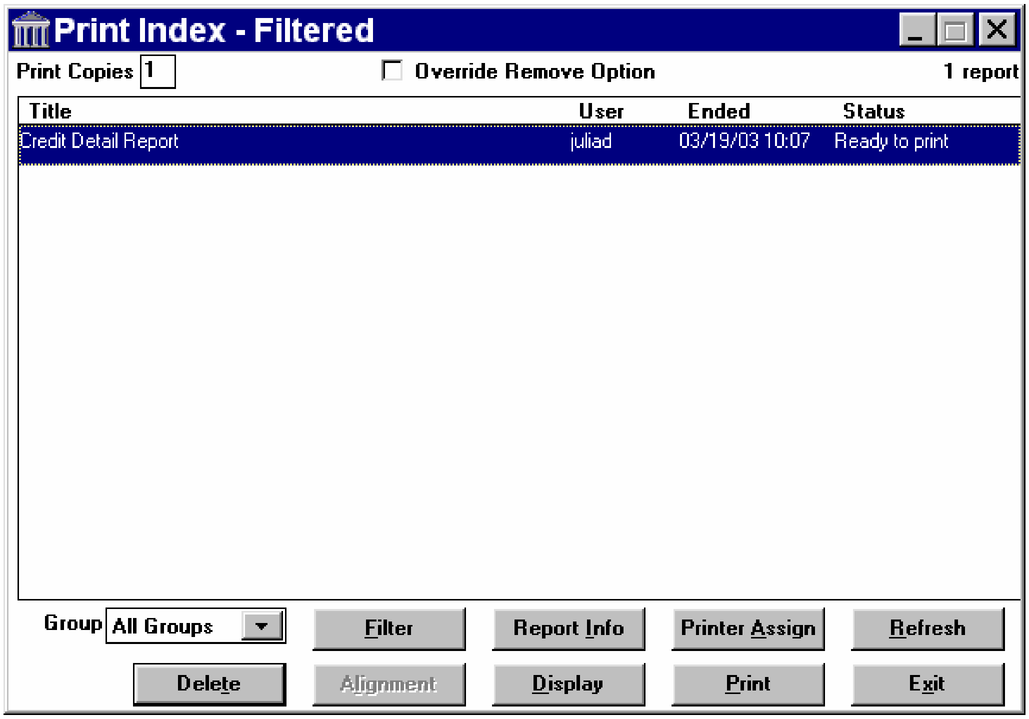

Credit Detail Report
Enter
Exit

From Journal
To Journal
From Date 2/1/2003
To Date 2/28/2003

Cashier(s)
ALL
PAUL BARRON
STEVE L BROWN
SHERRI CALLISTER
ORVELLA CHARGING

Spreadsheet format for Audit ☐

3. To print, exit this screen and go to the *Print Index* screen from the **Primary Menu**. Select the “Credit Detail Report” and “Print.”


Print Index - Filtered
Filter
Report Info
Printer Assign
Refresh
Delete
Alignment
Display
Print
Exit

Print Copies 1
☐ Override Remove Option
1 report

Title	User	Ended	Status
Credit Detail Report	juliad	03/19/03 10:07	Ready to print

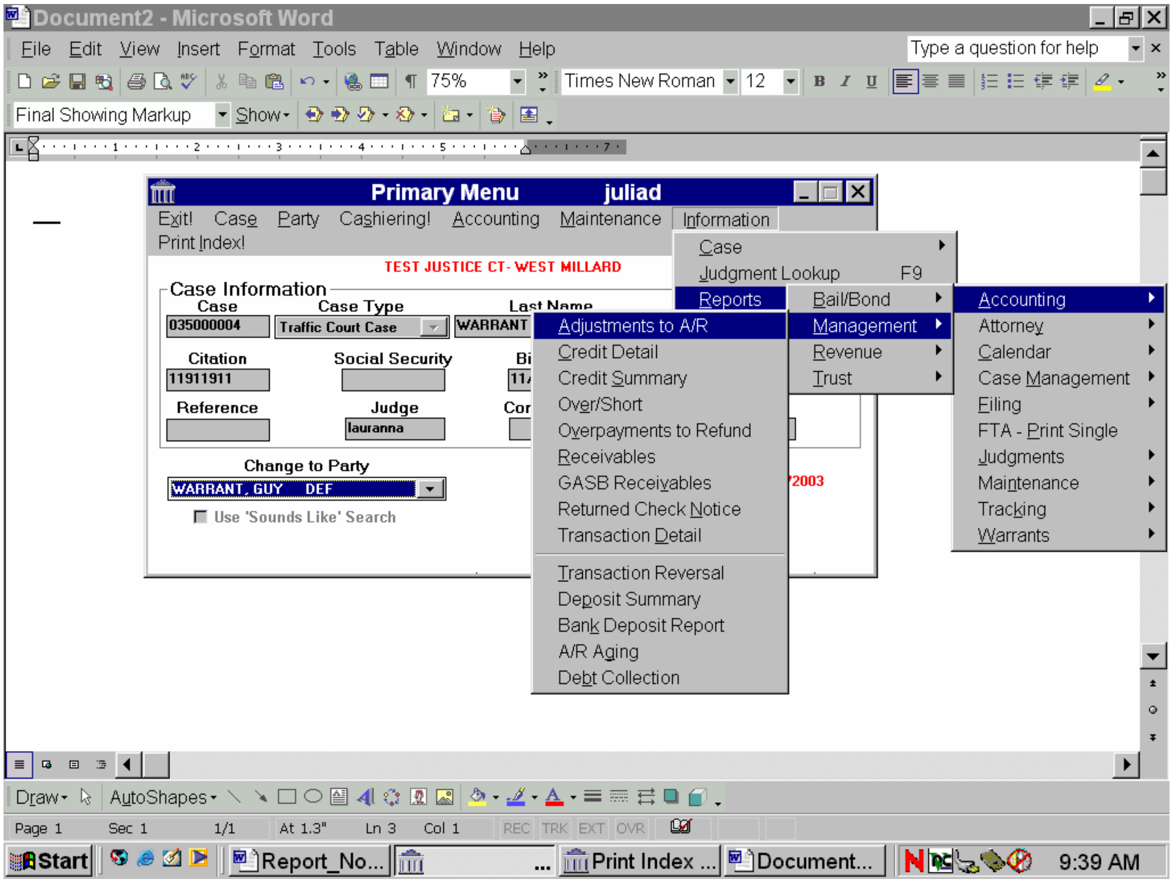
Group All Groups

2. CORIS Report: Adjustments to Accounts Receivable (A/R)

Uses: Provides a list of adjustments to A/R within the specified date range. The report is sorted by case number.

Steps

1. From the CORIS **Primary Menu**, select *Information / Reports / Accounting / Management / Adjustments to A/R.*


Document2 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
75%
Times New Roman
12
Final Showing Markup
Show
Primary Menu
juliad
Exit! Case Party Cashiering! Accounting Maintenance Information
Print Index!
TEST JUSTICE CT- WEST MILLARD
Case Information
Case
Judgment Lookup F9
Reports
Bail/Bond
Management
Revenue
Trust
Accounting
Attorney
Calendar
Case Management
Filing
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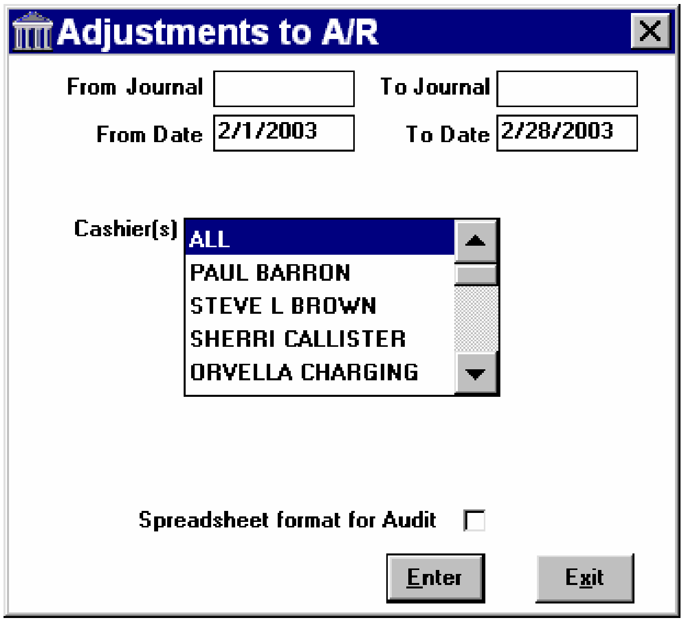
Judgments
Maintenance
Tracking
Warrants
Adjustments to A/R
Credit Detail
Credit Summary
Over/Short
Overpayments to Refund
Receivables
GASB Receivables
Returned Check Notice
Transaction Detail
Transaction Reversal
Deposit Summary
Bank Deposit Report
A/R Aging
Debt Collection
Use 'Sounds Like' Search
Draw AutoShapes
Page 1 Sec 1 1/1 At 1.3" Ln 3 Col 1 REC TRK EXT OVR
Start
Report_No...
Print Index ...
Document...
9:39 AM

Case: 035000004
Case Type: Traffic Court Case
Last Name: WARRANT
Citation: 11911911
Social Security:
Reference:
Judge: lauranna
Change to Party: WARRANT, GUY DEF

2. The screen below appears. Enter the “From” and “To” dates for the period under review. The “From” and “To” journal numbers could be used in the alternative. (See instructions for the using “Journal Search” option to identify journal numbers / dates.) Click on “Enter” to generate the report.


Adjustments to A/R

From Journal

To Journal

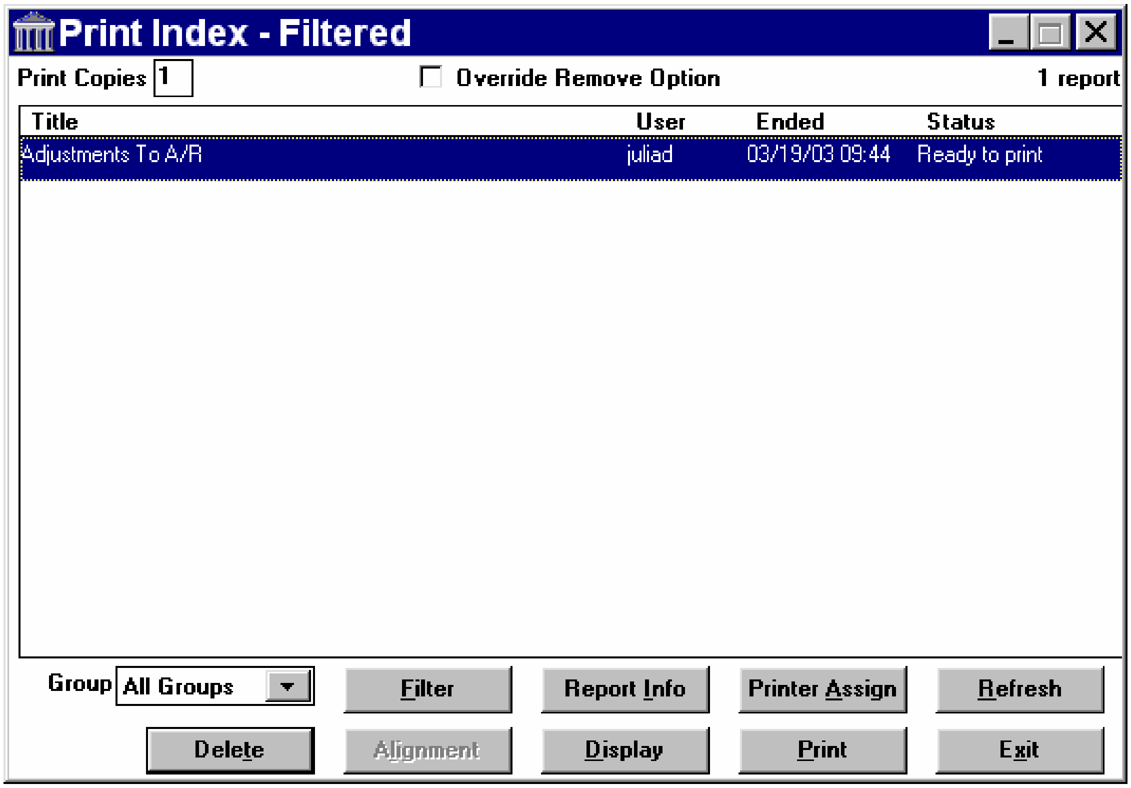
From Date 2/1/2003

To Date 2/28/2003

Cashier(s)
- ALL
- PAUL BARRON
- STEVE L BROWN
- SHERRI CALLISTER
- ORVELLA CHARGING

Spreadsheet format for Audit ☐

3. To print, exit this screen and go to the *Print Index* screen from the **Primary Menu**. Select the “Adjustments to A/R” report and “Print.”


Print Index - Filtered

Print Copies 1 ☐ Override Remove Option 1 report

Title	User	Ended	Status
Adjustments To A/R	juliad	03/19/03 09:44	Ready to print

Group All Groups

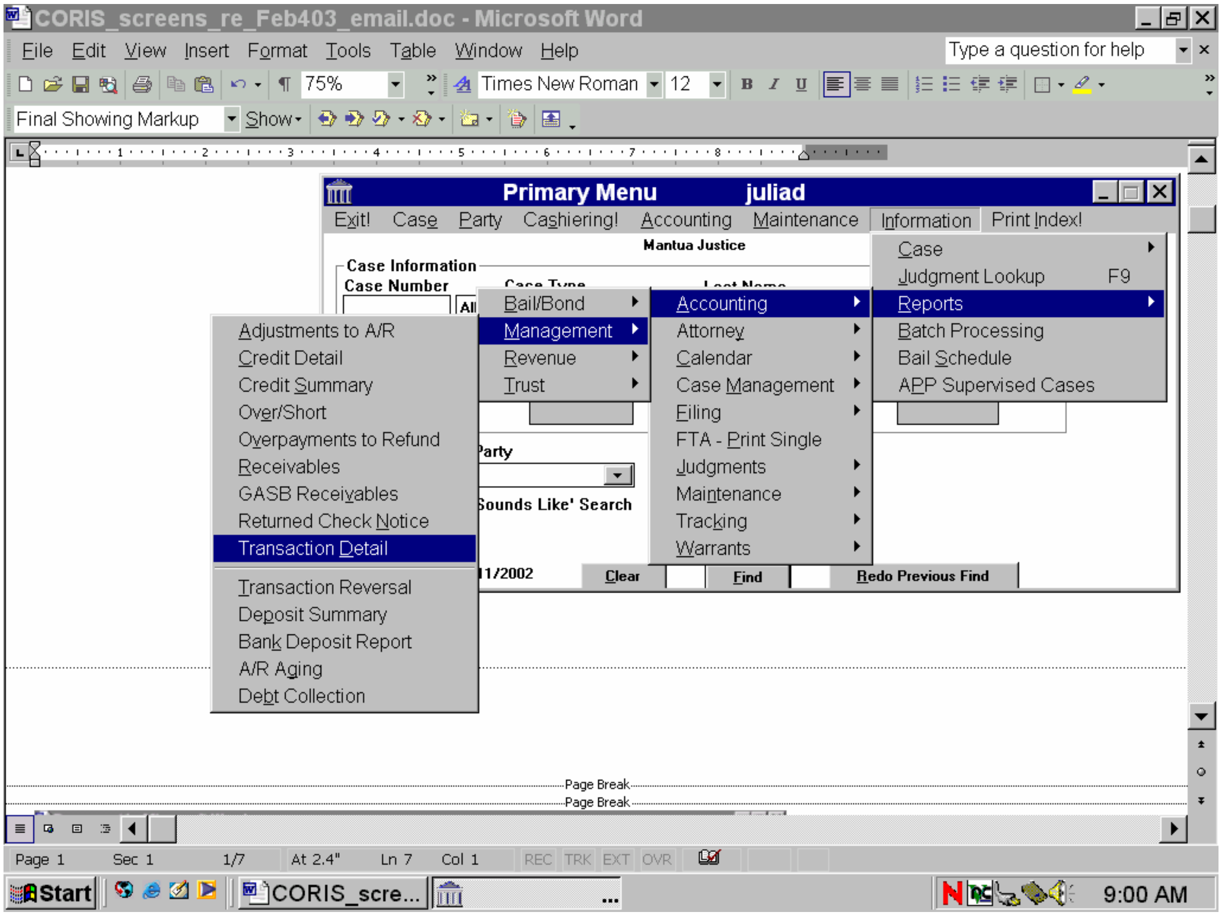
Filter
Report Info
Printer Assign
Refresh
Delete
Alignment
Display
Print
Exit

3. CORIS Report: Transaction Reversal Report (Captioned “Transaction Detail” Report)

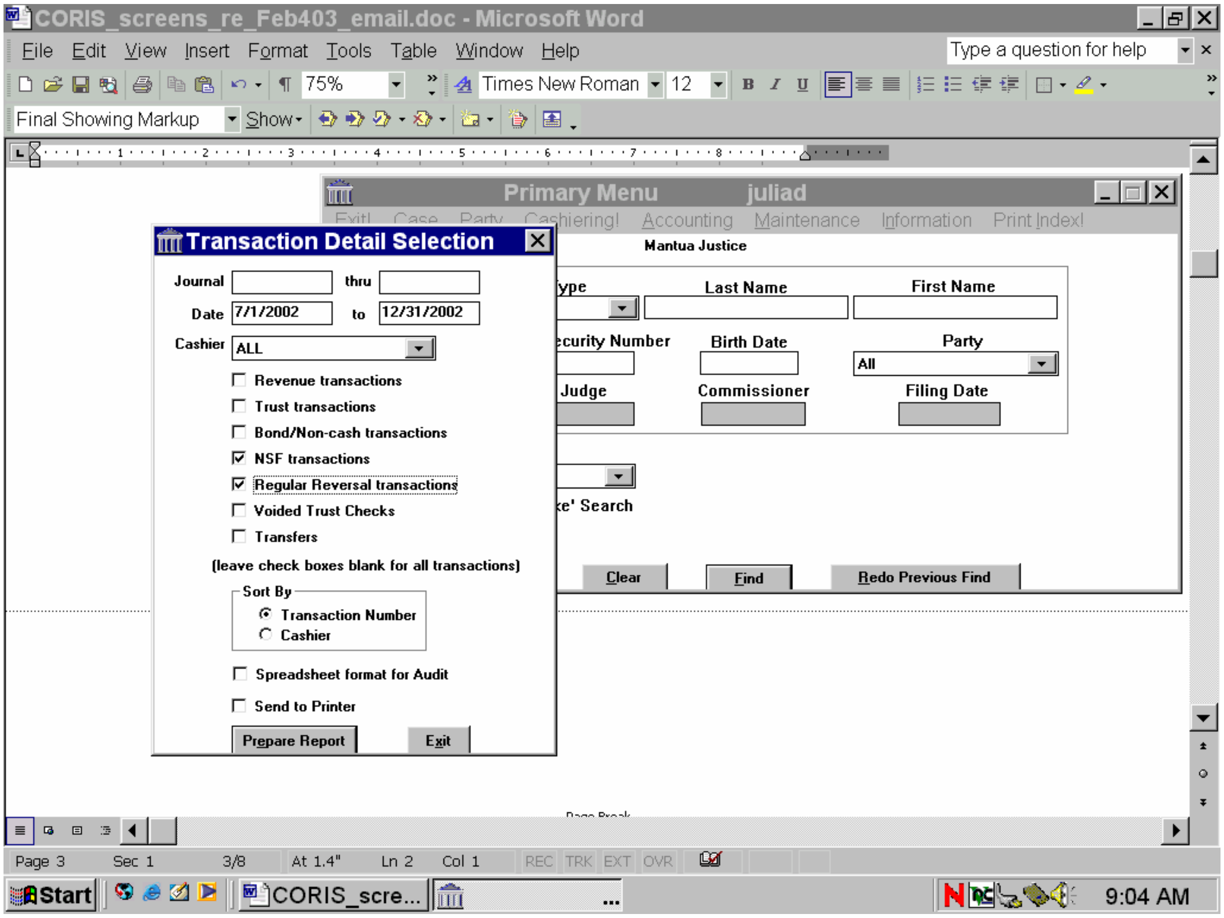
Uses: Provides a list of all reversal transactions entered on CORIS within the specified date range. The report is sorted by transaction number or by clerk ID.

Steps

1. From the CORIS **Primary Menu**, select *Information / Reports / Accounting / Management / Transaction Detail*


CORIS_screens_re_Feb403_email.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
75%
Times New Roman
12
Final Showing Markup
Show
Primary Menu
juliad
Exit! Case Party Cashiering! Accounting Maintenance Information Print Index!
Mantua Justice
Case Information
Case Number
Case Type
Last Name
Party
Sounds Like' Search
11/2002
Clear
Find
Redo Previous Find
Case
Judgment Lookup F9
Reports
Batch Processing
Bail Schedule
APP Supervised Cases
Accounting
Attorney
Calendar
Case Management
Filing
FTA - Print Single
Judgments
Maintenance
Tracking
Warrants
Bail/Bond
Management
Revenue
Trust
Adjustments to A/R
Credit Detail
Credit Summary
Over/Short
Overpayments to Refund
Receivables
GASB Receivables
Returned Check Notice
Transaction Detail
Transaction Reversal
Deposit Summary
Bank Deposit Report
A/R Aging
Debt Collection
Page Break
Page Break
Page 1 Sec 1 1/7 At 2.4" Ln 7 Col 1 REC TRK EXT OVR
Start
CORIS_scre...
9:00 AM

2. The screen below appears. Enter the date range for the period under review. Select “NSF Transactions” and “Regular Reversed transactions” and select the “Sort By” option. Then click on the “Prepare Report” button.



CORIS_screens_re_Feb403_email.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
75%
Times New Roman
12
Final Showing Markup
Show
Primary Menu
juliad
Exit! Case Party Cashiering! Accounting Maintenance Information Print Index!
Mantua Justice
ype
Last Name
First Name
curity Number
Birth Date
Party
All
Judge
Commissioner
Filing Date
e' Search
Clear
Find
Redo Previous Find
Page Break
Page 3 Sec 1 3/8 At 1.4" Ln 2 Col 1 REC TRK EXT OVR
Start
CORIS_scre...
9:04 AM

Transaction Detail Selection

Journal [ ] thru [ ]

Date 7/1/2002 to 12/31/2002

Cashier ALL

☐ Revenue transactions
☐ Trust transactions
☐ Bond/Non-cash transactions
☑ NSF transactions
☑ Regular Reversal transactions
☐ Voided Trust Checks
☐ Transfers

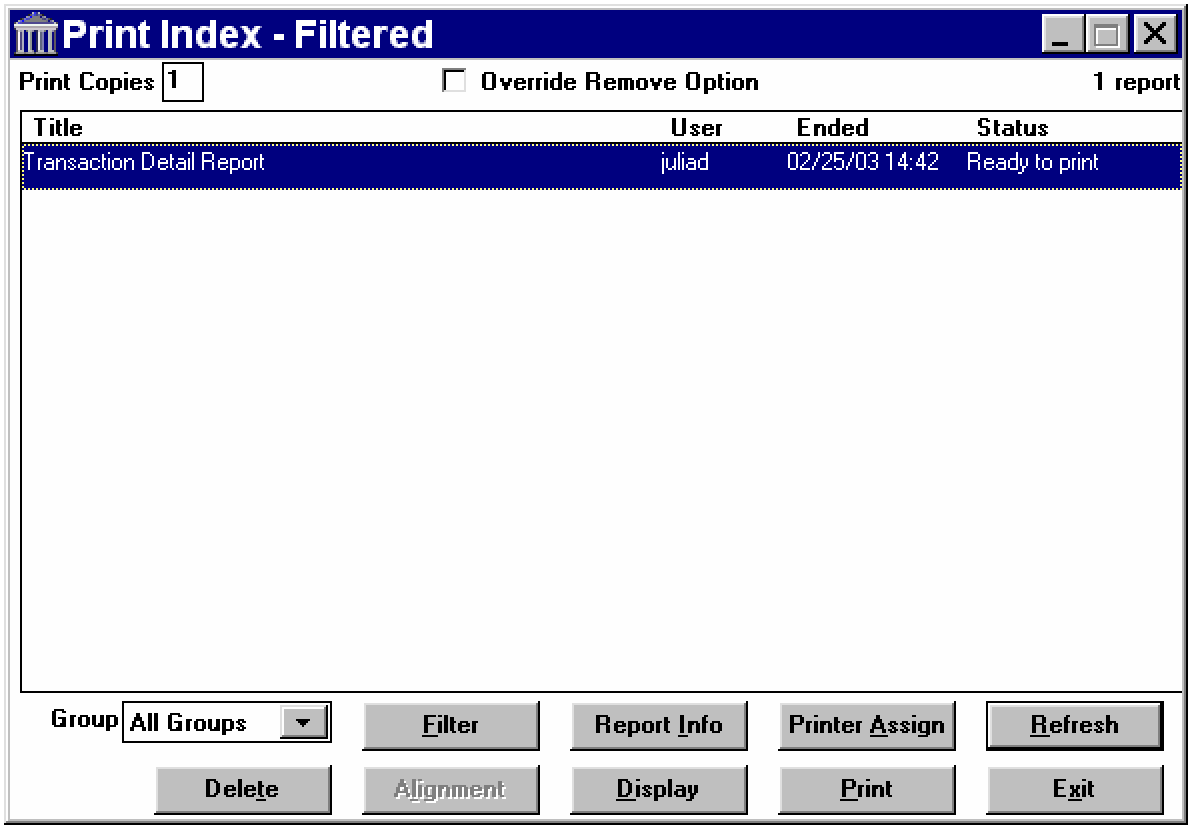
(leave check boxes blank for all transactions)

Sort By
● Transaction Number
○ Cashier

☐ Spreadsheet format for Audit
☐ Send to Printer

Prepare Report
Exit

3. To print, exit this screen and go to the *Print Index* screen from the **Primary Menu**. Select the “Transaction Detail Report” and “Print”


Print Index - Filtered
Print Copies 1
☐ Override Remove Option
1 report
Group All Groups
Filter
Report Info
Printer Assign
Refresh
Delete
Alignment
Display
Print
Exit

Title	User	Ended	Status
Transaction Detail Report	juliad	02/25/03 14:42	Ready to print

4. CORIS Report - Charge Disposition Report

Uses: Provides a report of charges dismissed on CORIS within the specified date range. The report is sorted by case number.

The report is generated to review dismissals entered by the clerk where the defendant did not appear in court. External review procedures specifically focus on charges dismissed by a clerk where the defendant did not appear in court because the clerk also has custody of assets.

The reviewer is testing two scenarios for the cases dismissed without a court appearance:

1. The first test relates to dismissals authorized by CJA 4-704 and the Uniform Fine and Bail Schedule (UFBS). CJA Rule 4-704 and the UFBS grant authority for the clerk to dismiss certain charges based upon specified proof being provided by the defendant.[4] This report is used to identify the charges dismissed per CJA Rule 4-704 and the UFBS. The reviewer then verifies that the defendant provided proof of compliance by tracing to the case file or accounting records to confirm that the dismissal enter by the clerk was proper.

2. The second test reviews for charges dismissed where the defendant did not appear, but the charge is not one of those listed in CJA 4-704 and the UFBS. These types of dismissals should be reviewed to verify the dismissal was authorized. For example, a speeding violation dismissed out of court would not be authorized per CJA 4-704 or the UFBS. Any such offense dismissed, but not listed under CJA 4-704 or the UFBS would need to be reviewed to determine the authority for the dismissal.

To perform the two tests detailed above, the report needs to be generated for both "Traffic Citation" and "Other Misdemeanor" Case Types (see page 2). All charges listed on the report for "Traffic Citation" Case Types are charges dismissed where the defendant did not appear in court.

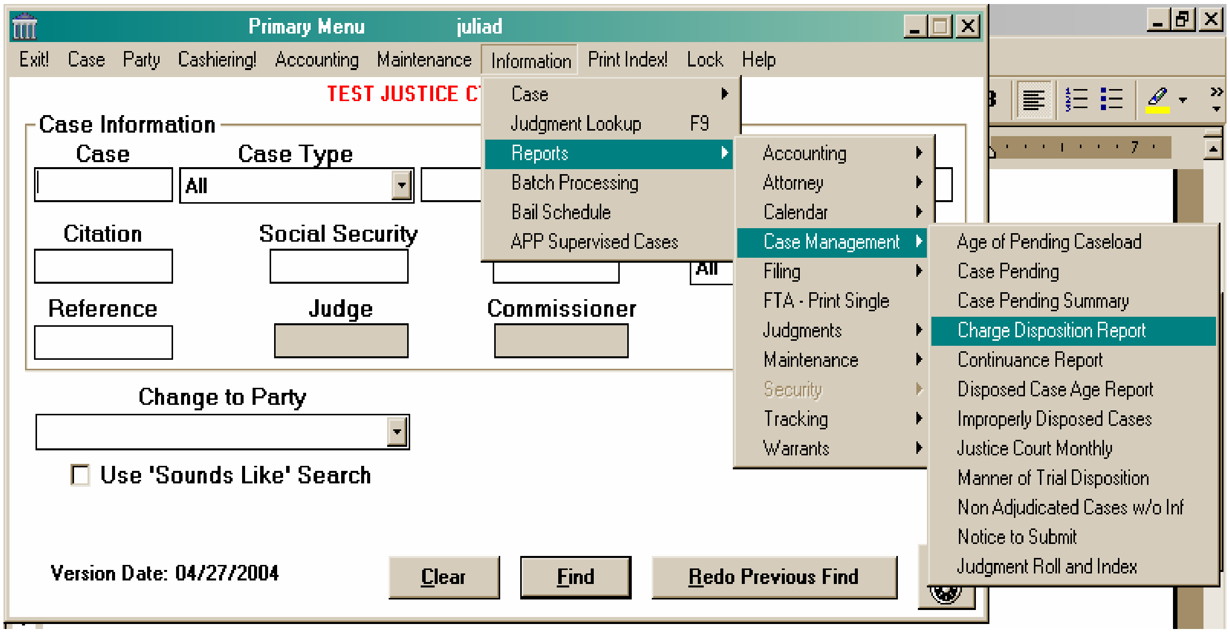
However, the second report for "Other Misdemeanor" Case Types, lists a variety of misdemeanor charges. The reviewer needs to scan this list to identify the specific charges that can be dismissed by the clerk without a court appearance, per the Uniform Bail Schedule (see page 4) (test no. 1 above). The reviewer would also want to select a sample of offenses that are not listed in CJA 4-704 and the UFBS to test for cases described above no. 2.

---

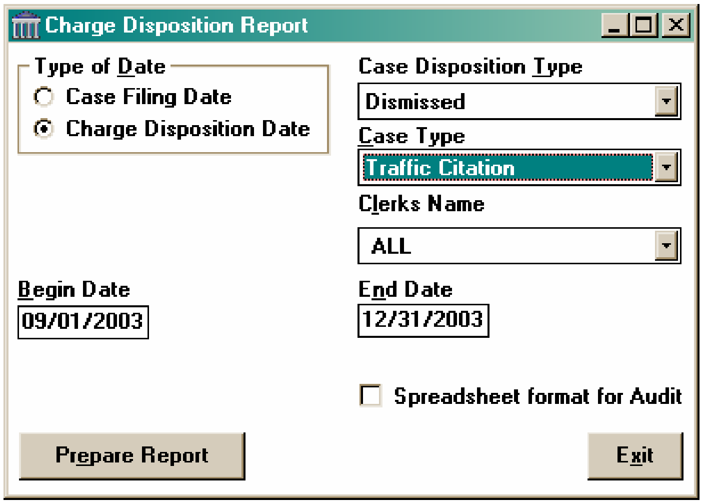
[4] See page 4 for a list of the specific offenses and the proof required for the clerk to be able to dismiss the offense.

Steps:

1. From the CORIS **Primary Menu**, select *Information / Reports / Case Management / Charge Disposition Report*


Primary Menu juliad
Exit! Case Party Cashiering! Accounting Maintenance Information Print Index! Lock Help
TEST JUSTICE C
Case Information
Case
Case Type
All
Citation
Social Security
Reference
Judge
Commissioner
All
Change to Party
☐ Use 'Sounds Like' Search
Version Date: 04/27/2004
Clear
Find
Redo Previous Find
Case
Judgment Lookup F9
Reports
Batch Processing
Bail Schedule
APP Supervised Cases
Accounting
Attorney
Calendar
Case Management
Filing
FTA - Print Single
Judgments
Maintenance
Security
Tracking
Warrants
Age of Pending Caseload
Case Pending
Case Pending Summary
Charge Disposition Report
Continuance Report
Disposed Case Age Report
Improperly Disposed Cases
Justice Court Monthly
Manner of Trial Disposition
Non Adjudicated Cases w/o Inf
Notice to Submit
Judgment Roll and Index

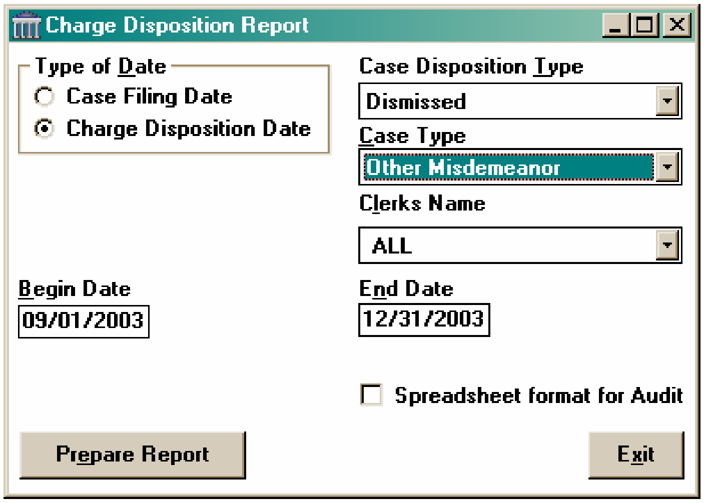
The screen below appears. In the "Type of Date" box click on the Charge Disposition Date radio button. Enter the Begin and End Dates for the period under review. For Case Disposition Type, select "Dismissed." For Case Type, select "Traffic Citation." For Clerks Name leave "All" selected. Now select the “Prepare Report” button.



Type of Date
○ Case Filing Date
● Charge Disposition Date

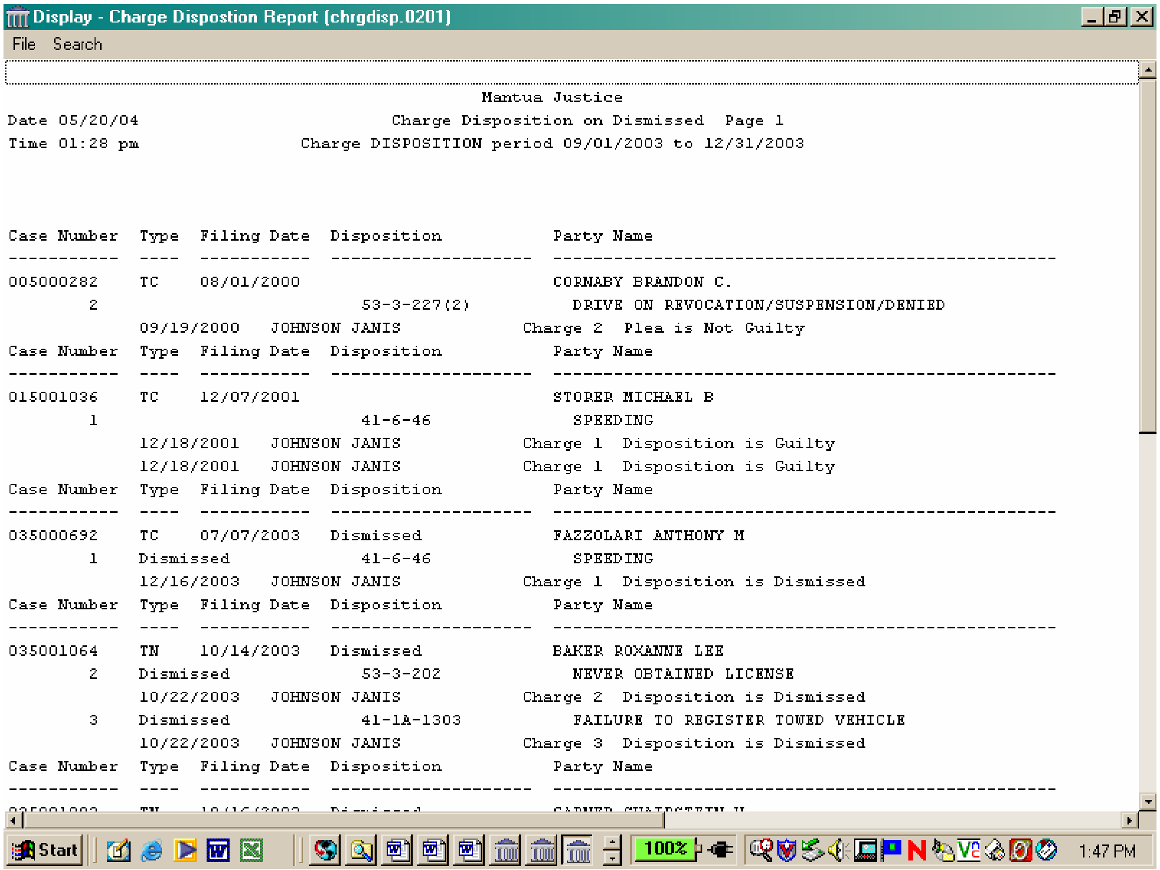
Case Disposition Type: Dismissed
Case Type: Traffic Citation
Clerks Name: ALL
Begin Date: 09/01/2003
End Date: 12/31/2003
☐ Spreadsheet format for Audit

Next, repeat Step 1. to generate the same report for the "Other Misdemeanor" Case Types. From the CORIS **Primary Menu**, select *Information / Reports / Case Management / Charge Disposition Report.* The screen below appears. In the "Type of Date" box click on the Charge Disposition Date radio button. Enter the Begin and End Dates for the period under review. For Case Disposition Type, select "Dismissed." For Case Type, select "Other Misdemeanor." For Clerks Name leave "All" selected. Now select the “Prepare Report” button. Go to the Print Index to print the report. See an example of the report on the next page.



Type of Date
○ Case Filing Date
● Charge Disposition Date

Case Disposition Type: Dismissed
Case Type: Other Misdemeanor
Clerks Name: ALL
Begin Date: 09/01/2003
End Date: 12/31/2003
☐ Spreadsheet format for Audit



```
                                                Mantua Justice
Date 05/20/04                         Charge Disposition on Dismissed  Page 1
Time 01:28 pm                Charge DISPOSITION period 09/01/2003 to 12/31/2003



Case Number  Type  Filing Date  Disposition           Party Name
-----------  ----  -----------  --------------------  ---------------------------------------------------
005000282    TC    08/01/2000                         CORNABY BRANDON C.
        2                          53-3-227(2)          DRIVE ON REVOCATION/SUSPENSION/DENIED
             09/19/2000   JOHNSON JANIS            Charge 2  Plea is Not Guilty
Case Number  Type  Filing Date  Disposition           Party Name
-----------  ----  -----------  --------------------  ---------------------------------------------------
015001036    TC    12/07/2001                         STORER MICHAEL B
        1                          41-6-46              SPEEDING
             12/18/2001   JOHNSON JANIS            Charge 1  Disposition is Guilty
             12/18/2001   JOHNSON JANIS            Charge 1  Disposition is Guilty
Case Number  Type  Filing Date  Disposition           Party Name
-----------  ----  -----------  --------------------  ---------------------------------------------------
035000692    TC    07/07/2003   Dismissed             FAZZOLARI ANTHONY M
        1    Dismissed             41-6-46              SPEEDING
             12/16/2003   JOHNSON JANIS            Charge 1  Disposition is Dismissed
Case Number  Type  Filing Date  Disposition           Party Name
-----------  ----  -----------  --------------------  ---------------------------------------------------
035001064    TN    10/14/2003   Dismissed             BAKER ROXANNE LEE
        2    Dismissed             53-3-202             NEVER OBTAINED LICENSE
             10/22/2003   JOHNSON JANIS            Charge 2  Disposition is Dismissed
        3    Dismissed             41-1A-1303           FAILURE TO REGISTER TOWED VEHICLE
             10/22/2003   JOHNSON JANIS            Charge 3  Disposition is Dismissed
Case Number  Type  Filing Date  Disposition           Party Name
-----------  ----  -----------  --------------------  ---------------------------------------------------
```

CJA Rule 4-704 establishes the authority of a clerk to dismiss citations issued for certain offenses upon proof as follows:

- For violations of UCA Sections 53-3-217and 227 - proof that defendant possessed a valid driver's license at the time the citation was issued;
- For violations of UCA Section 41-1a-214 - proof that defendant possessed a valid registration at the time the citation was issued;
- For violations of UCA Sections 41-12a-302 and 303.2 - proof that valid insurance was in effect for the vehicle at the time the citation was issued; and
- For violations of Title 41, Chapter 6, Article 16, Equipment - proof that the defendant has repaired the mechanical deficiency within 14 days after the citation was issued.

The Uniform Fine and Bail Schedule establishes the authority of a clerk to dismiss citations issued for the following offenses:

23-19-1	**Fishing without a license**	**Dismissed upon proof of a valid license**
73-18-7(3)	**No registration card in vessel**	**Dismissed upon proof of a valid registration card**
73-18c-304	**No evidence of Owner /operator security**	**Dismissed upon proof of valid insurance at the time.**
R651-212	**Failure to display or to properly display the registration**	**Dismissed upon compliance**
41-22-3(4)	**No registration card on OHV**	**Dismissed upon proof of a valid registration card**
R651-401-2	**Failure to display or properly display the base decal**	**Dismissed upon compliance**
R651-401-3	**Failure to display or properly display registration validation stickers**	**Dismissed upon compliance**
R651-405-2	**Failure to display or to properly display the OHV implement of husbandry sticker**	**Dismissed upon compliance**

CASHIER'S NAME:_______________________________________ DATE:__________
COURT LOCATION:_______________________________________

CASH COUNT FORM

CURRENCY

$ 1 X	=	
$ 2 X	=	
$ 5 X	=	
$ 10 X	=	
$ 20 X	=	
$ 50 X	=	
$ 100 X	=	
SUB TOTAL		$
	COINS	
$ .01 X	=	
$ .05 X	=	
$ .10 X	=	
$ .25 X	=	
$ .50 X	=	
$ 1.00 X	=	
SUB TOTAL		$
TOTAL CASH		$
TOTAL CHECKS		$
LESS CHANGE FUND		$
GRAND TOTAL:		$

CASHIER=S SIGNATURE: ____

VERIFIER=S SIGNATURE: ____

ATTACH CALCULATOR TAPE OF INCLUDING CHECK #'S AND CHECKS

6. CORIS REPORT: Over/Short Report

Uses: Provides management with a list of all cash overages and shortages for the period under review. Management reviews the report to be aware of developing patterns and encourage improvement.

Unexplained *Cash Shortages* could indicate losses that are not due to cashier mistakes. Other possible explanations include:

The cashier clerk:

- Gave the payer the incorrect amount of change when a payment was made over-the-counter;
- Entered in the wrong amount; and
- Did not receive all the cash from the payer.

Unexplained *Cash Overages* could indicate customer payments that are not recorded by the cashier in an attempt to divert the funds to personal use. Other possible explanations include: court patrons are not getting credit for their payments or

The cashier clerk:

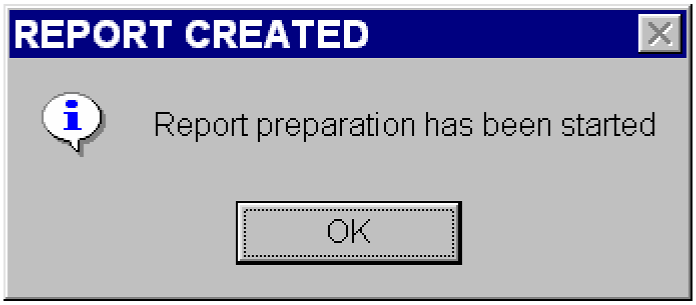
- Did not issue a receipt for a payment and the court patron did not get credit for their payment;
- Gave the payer the incorrect amount of change when a payment was made over-the-counter;
- Did not issue a receipt for a miscellaneous payment that is not tied to a case, e.g. copy fees; and
- Did not issue a receipt for change left at the counter by a court client.

Note: To use this report, management needs to have a policy that: 1) All overages and shortages should be recorded using the Over/Short distribution code, regardless of the amount. 2) Shortages must not be replaced using petty cash, personal money or other funds. Overages must not be retained for use in replenishing shortages. 3) In the event that a cash/check transaction is misplaced before it is entered into the computer, the cashier should enter the transaction as if it was received. Record the difference between cash/checks for deposit and recorded receipts as a shortage from the *Accountant Reconciliation* screen and the steps taken to look for the over/short documented.

Steps

1. From the CORIS **Primary Menu**, select *Information / Reports / Accounting / Management / Over/Short*. Enter the journal numbers or date for the period under review. (Journal dates can be determined from the Transaction Detail reports from the beginning and ending dates.) Then select "Enter"

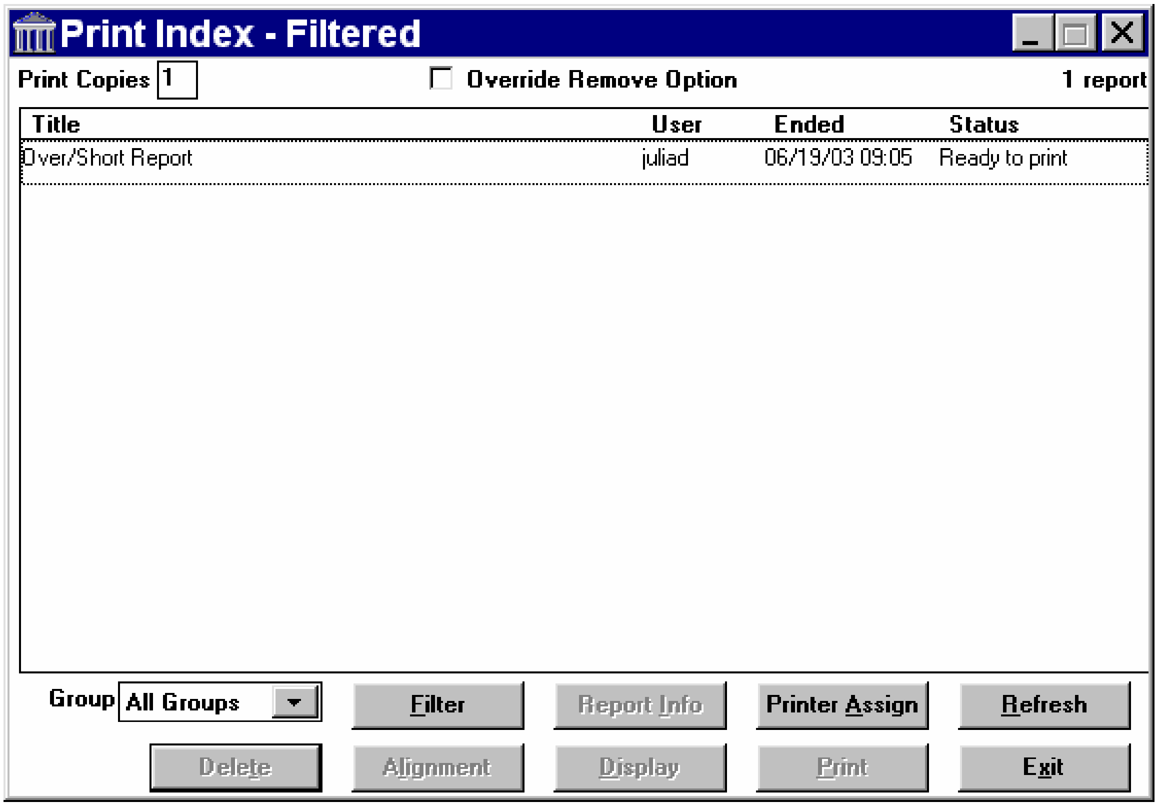
   The following message appears.



REPORT CREATED

Report preparation has been started

2. To print, press "OK" and exit this screen. Go to the *Print Index* screen from the **Primary Menu**. Select the "Over/Short Report" and "Print."



Print Index - Filtered

Print Copies 1 ☐ Override Remove Option 1 report

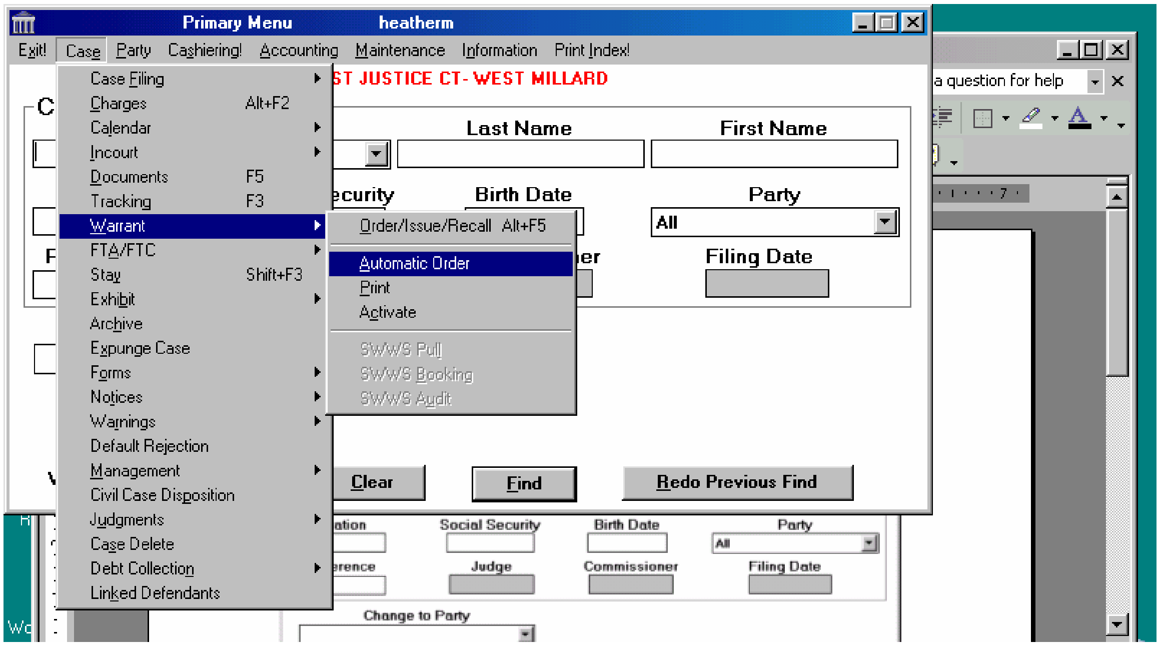
Title	User	Ended	Status
Over/Short Report	juliad	06/19/03 09:05	Ready to print

Group All Groups

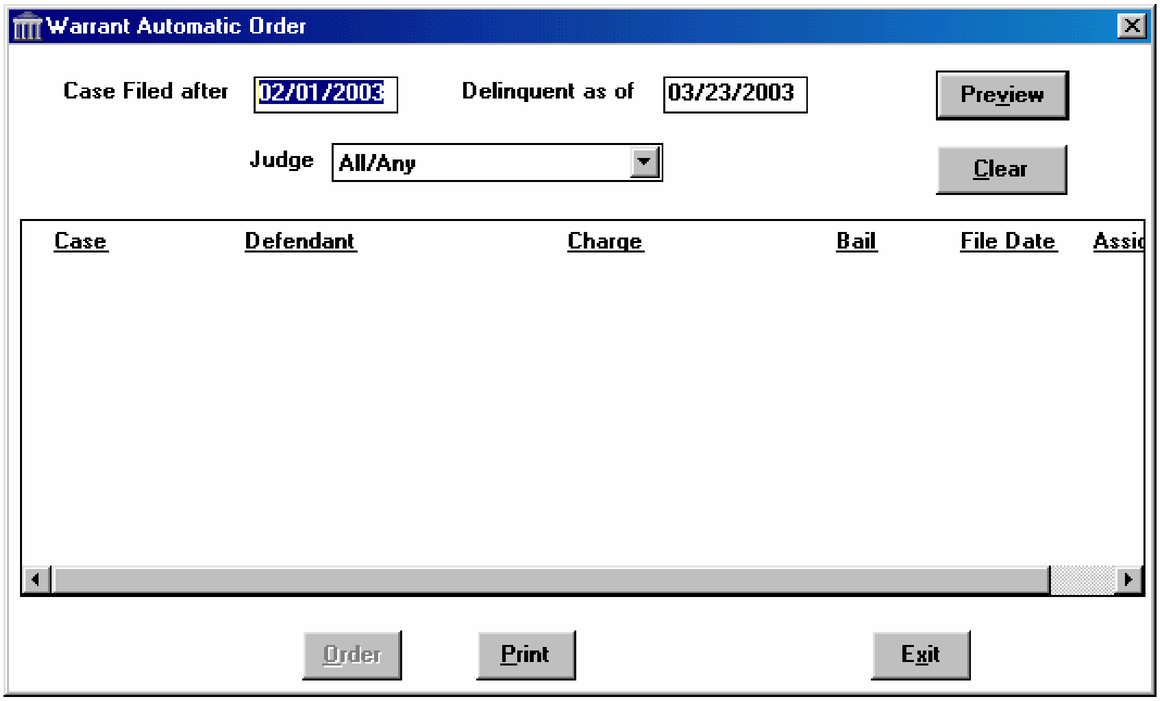
Filter
Report Info
Printer Assign
Refresh
Delete
Alignment
Display
Print
Exit

7. CORIS Steps to Order, Print, and Activate Warrants Automatically

From the Primary Menu select, Case, Warrant, and Automatic Order:


Primary Menu
heatherm
Exit!
Case
Party
Cashiering!
Accounting
Maintenance
Information
Print Index!
Case Filing
Charges Alt+F2
Calendar
Incourt
Documents F5
Tracking F3
Warrant
FTA/FTC
Stay Shift+F3
Exhibit
Archive
Expunge Case
Forms
Notices
Warnings
Default Rejection
Management
Civil Case Disposition
Judgments
Case Delete
Debt Collection
Linked Defendants
Order/Issue/Recall Alt+F5
Automatic Order
Print
Activate
SWWS Pull
SWWS Booking
SWWS Audit
ST JUSTICE CT- WEST MILLARD
Last Name
First Name
ecurity
Birth Date
Party
All
Filing Date
Clear
Find
Redo Previous Find
Social Security
Judge
Commissioner
Change to Party

The clerk will need to enter the “Case Filed after” date, and then select Preview:


Warrant Automatic Order
Preview
Clear
Case
Defendant
Charge
Bail
File Date
Assi
Order
Print
Exit

Case Filed after 02/01/2003
Delinquent as of 03/23/2003
Judge All/Any

The “Warrant Automatic Order” process will list criminal/traffic cases (TN, TC, PN, PC, MC, MS, MD, and MO). The “Case Filed after” date must be less than today’s date minus the warrant grace period.

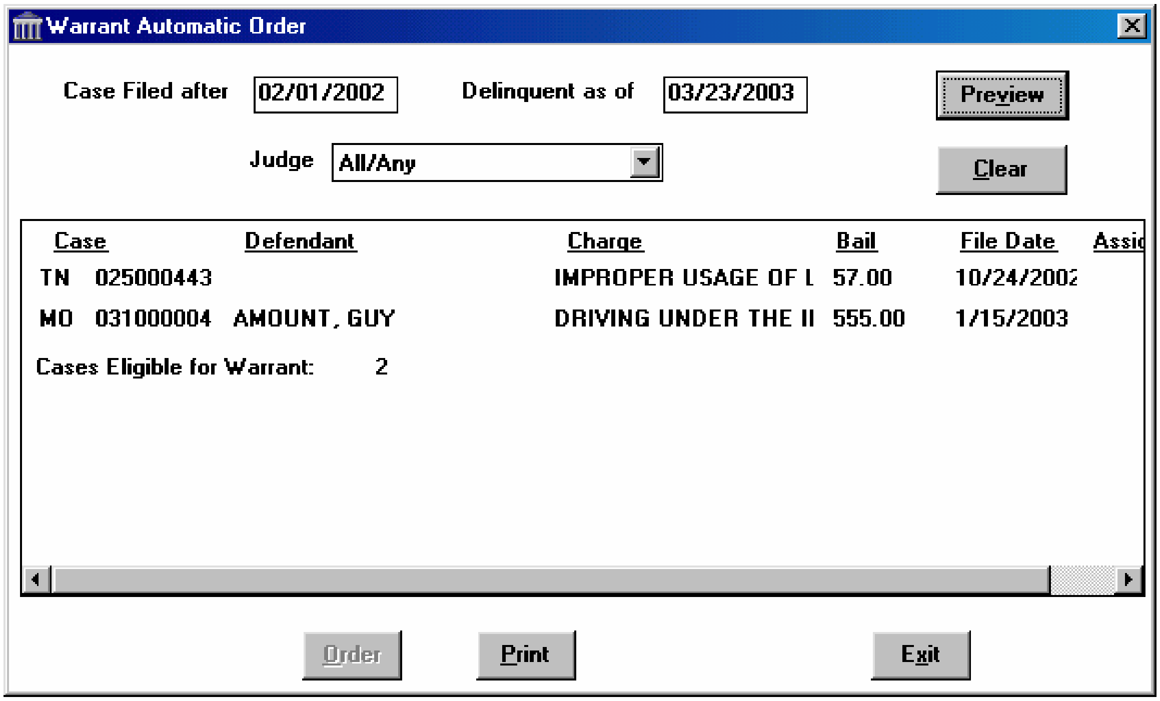
The process will not select a case for automatic warrant order if one or more of the following applies:

- Defendant is a juvenile,
- An open stay exists,
- An accounts receivable has been created,
- A calendar date is set,
- A tracking code is set, or
- A warrant ordered/issued.

The process will only list cases with:

- At least one warrantable charge without a finding or guilty finding.

The cases that meet the programmed criteria will be listed after the clerk selects the Preview button:

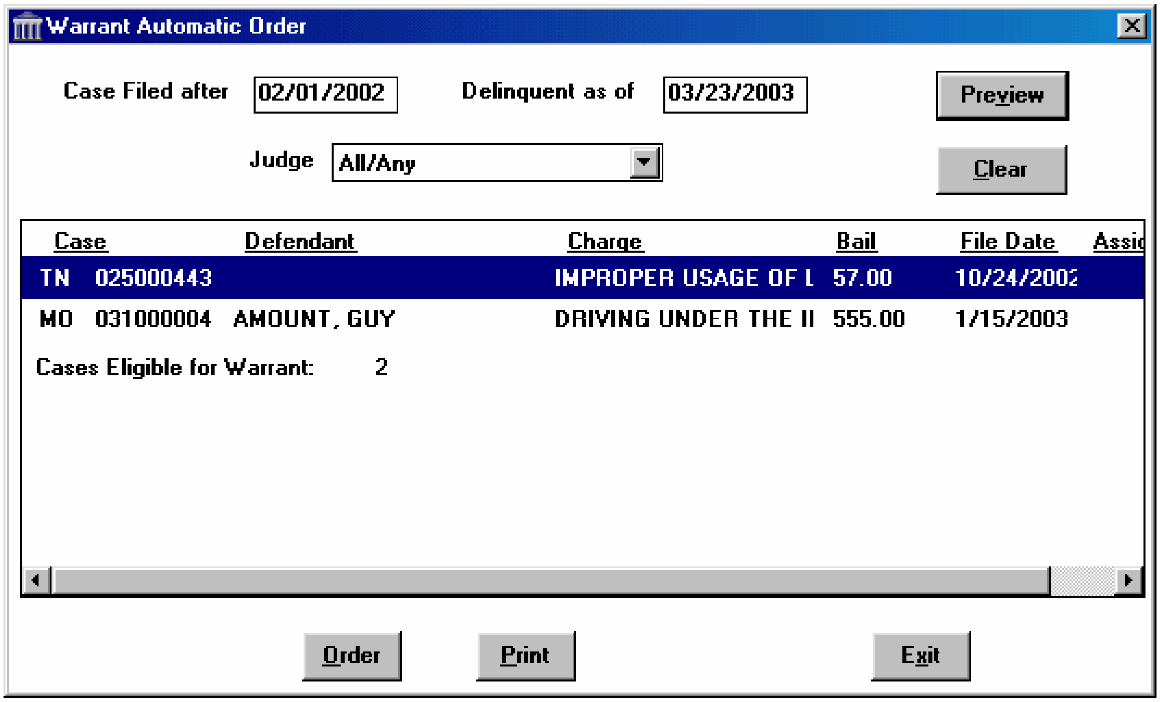


Case Filed after 02/01/2002
Delinquent as of 03/23/2003
Judge All/Any

Case	Defendant	Charge	Bail	File Date	Assi
TN 025000443		IMPROPER USAGE OF L	57.00	10/24/200	
MO 031000004	AMOUNT, GUY	DRIVING UNDER THE I	555.00	1/15/2003	

Cases Eligible for Warrant: 2

The clerk must click on the case(s) to highlight each case to order a warrant, and then select the Order button:


Warrant Automatic Order
Preview
Clear
Order
Print
Exit

Case Filed after 02/01/2002

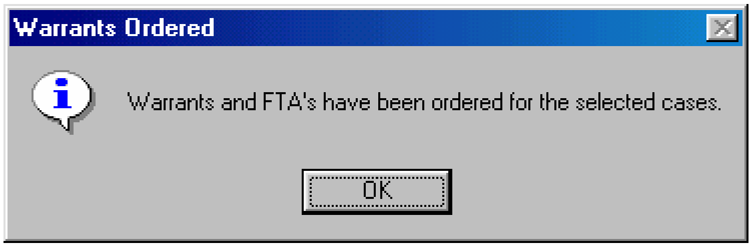
Delinquent as of 03/23/2003

Judge All/Any

Case		Defendant	Charge	Bail	File Date	Assi
TN	025000443		IMPROPER USAGE OF L	57.00	10/24/200	
MO	031000004	AMOUNT, GUY	DRIVING UNDER THE II	555.00	1/15/2003	

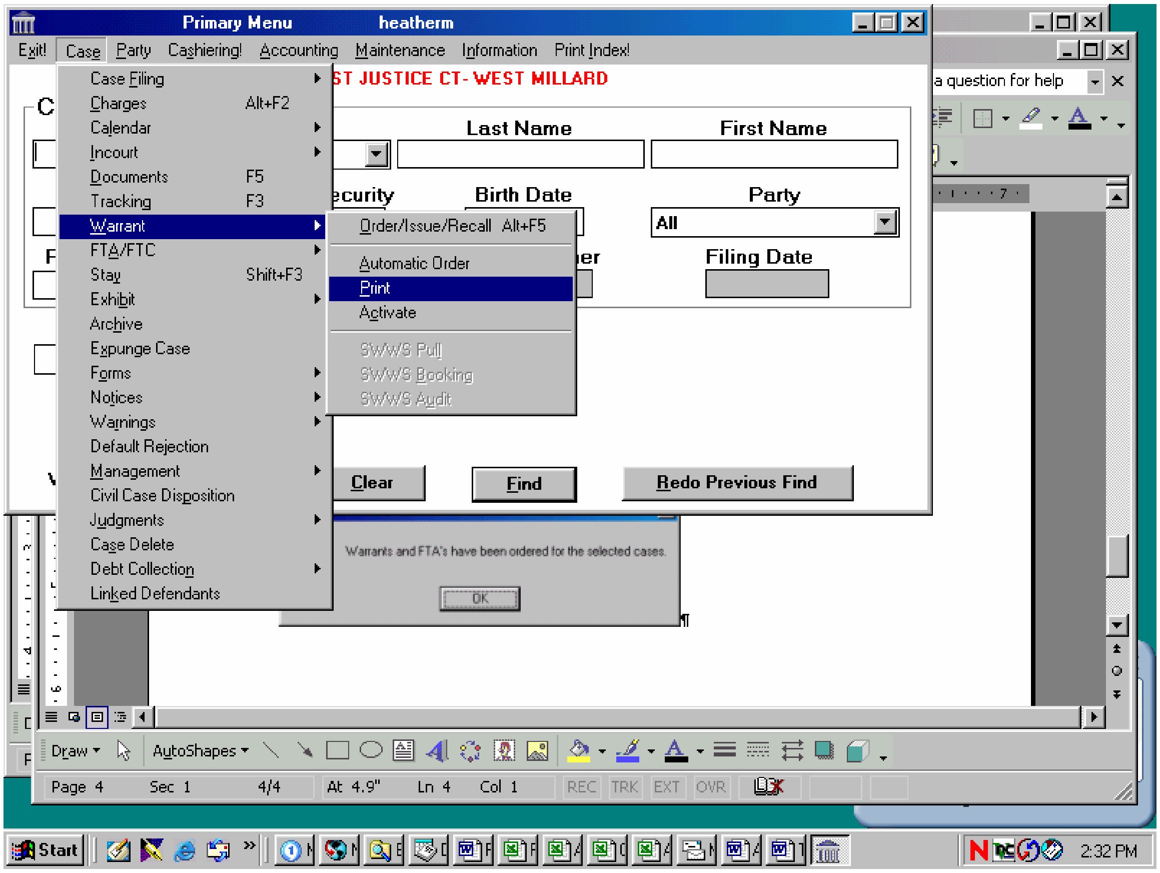
Cases Eligible for Warrant: 2

The following screen will be displayed after selecting the Order button:


Warrants Ordered
OK

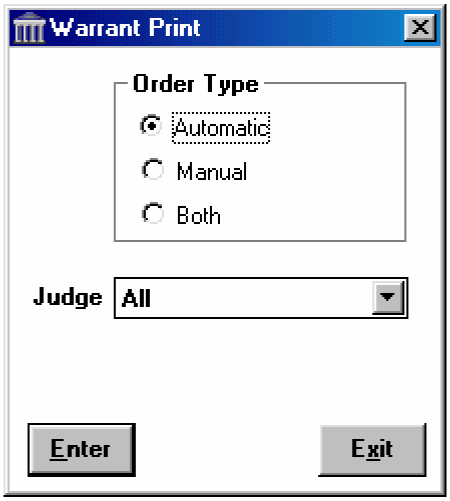
Warrants and FTA's have been ordered for the selected cases.

To print the warrants, from the Primary Menu select Case, Warrant, and Print:


Primary Menu
heatherm
Exit! Case Party Cashiering! Accounting Maintenance Information Print Index!
Case Filing
Charges Alt+F2
Calendar
Incourt
Documents F5
Tracking F3
Warrant
FTA/FTC
Stay Shift+F3
Exhibit
Archive
Expunge Case
Forms
Notices
Warnings
Default Rejection
Management
Civil Case Disposition
Judgments
Case Delete
Debt Collection
Linked Defendants
Order/Issue/Recall Alt+F5
Automatic Order
Print
Activate
SWWS Pull
SWWS Booking
SWWS Audit
ST JUSTICE CT- WEST MILLARD
Last Name
First Name
ecurity
Birth Date
Party
All
Filing Date
Clear
Find
Redo Previous Find
OK

Warrants and FTA's have been ordered for the selected cases.

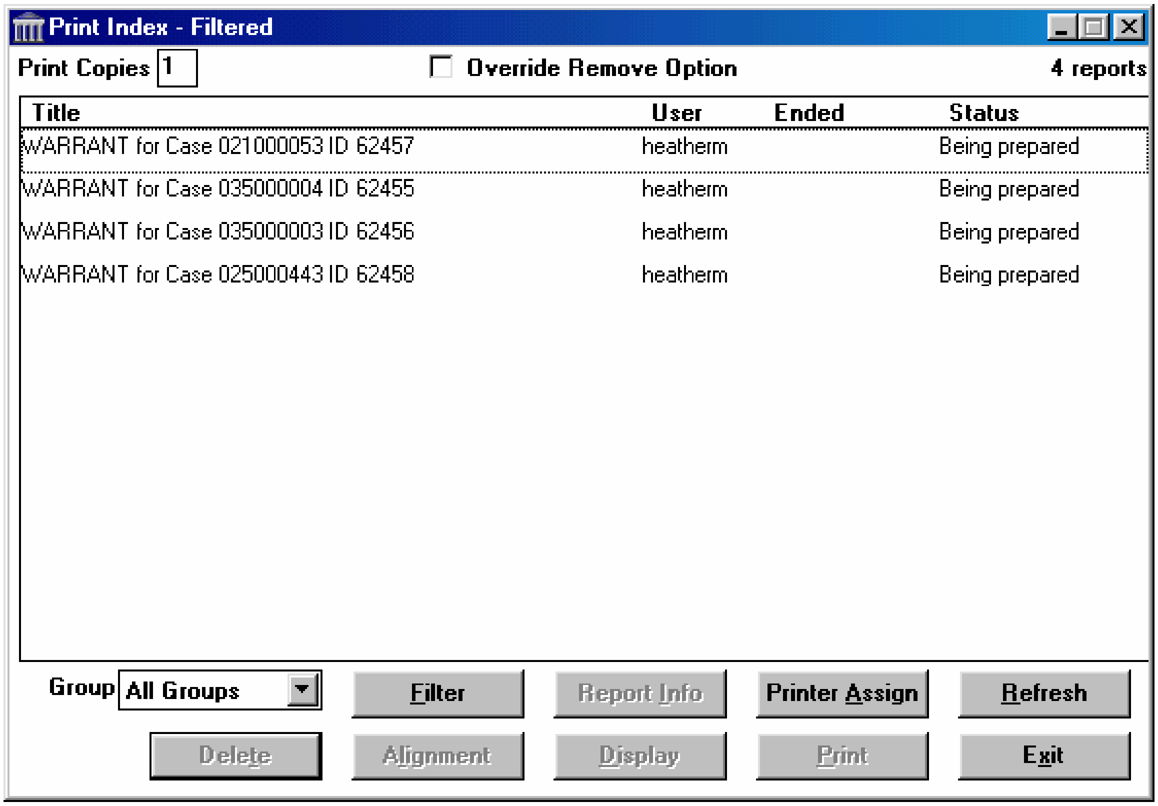
The following screen will be displayed. The clerk can choose the type of warrants ordered to print by clicking on the applicable radio button, then Enter.


Warrant Print
Enter
Exit

Order Type
● Automatic
○ Manual
○ Both

Judge: All

The warrants will be sent to the Print Index.

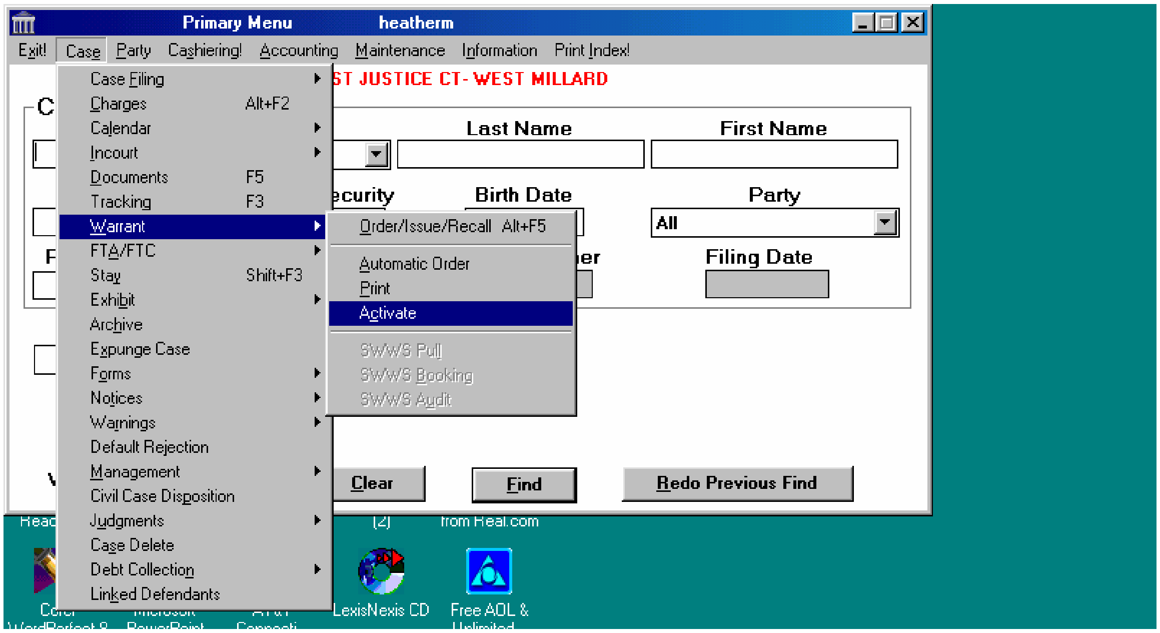

Print Index - Filtered
Print Copies
☐ Override Remove Option
Group
All Groups
Filter
Report Info
Printer Assign
Refresh
Delete
Alignment
Display
Print
Exit

Print Copies 1

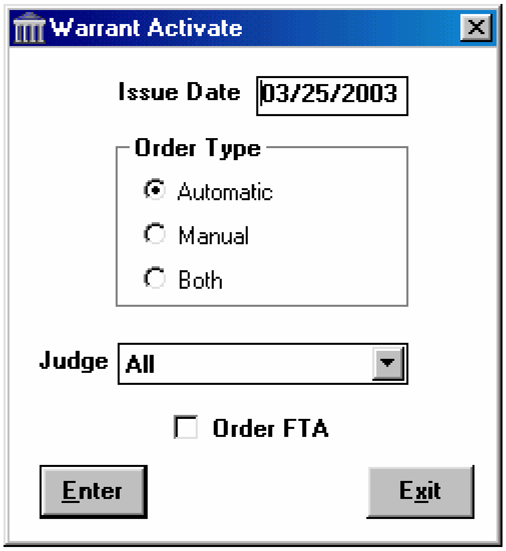
4 reports

Title	User	Ended	Status
WARRANT for Case 021000053 ID 62457	heatherm		Being prepared
WARRANT for Case 035000004 ID 62455	heatherm		Being prepared
WARRANT for Case 035000003 ID 62456	heatherm		Being prepared
WARRANT for Case 025000443 ID 62458	heatherm		Being prepared

To Issue warrants, from the Primary Menu select Case, Warrant, and Activate:


Primary Menu
heatherm
Exit!
Case
Party
Cashiering!
Accounting
Maintenance
Information
Print Index!
Case Filing
Charges Alt+F2
Calendar
Incourt
Documents F5
Tracking F3
Warrant
FTA/FTC
Stay Shift+F3
Exhibit
Archive
Expunge Case
Forms
Notices
Warnings
Default Rejection
Management
Civil Case Disposition
Judgments
Case Delete
Debt Collection
Linked Defendants
Order/Issue/Recall Alt+F5
Automatic Order
Print
Activate
SWWS Pull
SWWS Booking
SWWS Audit
ST JUSTICE CT - WEST MILLARD
Last Name
First Name
ecurity
Birth Date
Party
All
Filing Date
Clear
Find
Redo Previous Find
LexisNexis CD
Free AOL &

The following screen will be displayed. The clerk can choose the type of warrants to issue by clicking on the applicable radio button, then Enter.


Warrant Activate
Enter
Exit

Issue Date 03/25/2003

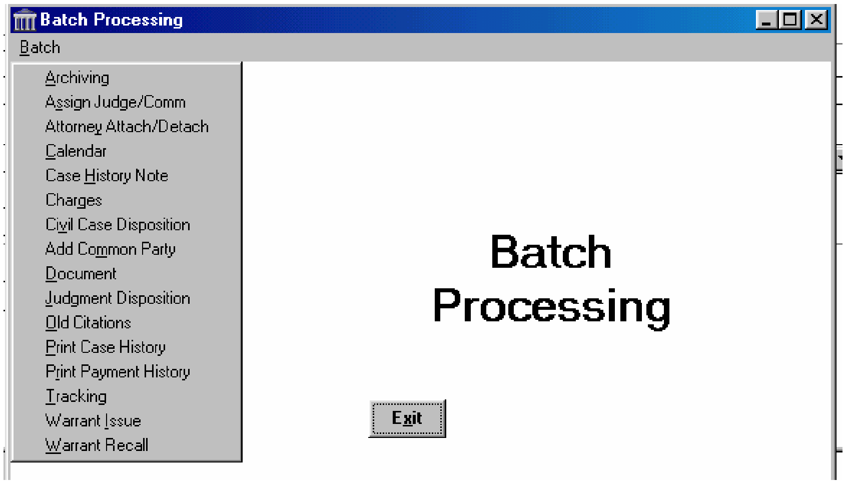
Order Type
- ● Automatic
- ○ Manual
- ○ Both

Judge All

☐ Order FTA

Batch Processing

Warrants Issue and Warrants Recall can be processed through Batch Processing. Access Batch Processing from the Primary Menu by selecting Information, then Batch Processing:

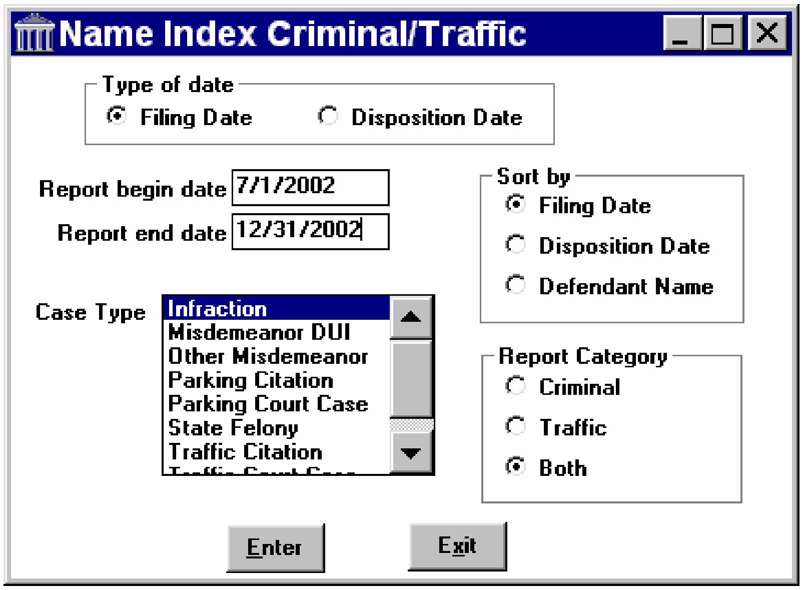

Batch Processing
Batch
Archiving
Assign Judge/Comm
Attorney Attach/Detach
Calendar
Case History Note
Charges
Civil Case Disposition
Add Common Party
Document
Judgment Disposition
Old Citations
Print Case History
Print Payment History
Tracking
Warrant Issue
Warrant Recall
Batch Processing
Exit

8. CORIS REPORT: Name Index Criminal Traffic Report - Infractions

Uses: Provides a list of all infraction filings referred to the court over the specified period. Useful to monitor follow-up actions needed on infractions because a warrant cannot be issued on infractions.

Steps

1. From the CORIS **Primary Menu**, select *Information / Reports / Filing / Name Index.* The screen below appears. Select “Filing Date” for under the “Type of Date” and “Sort by” options; enter report begin and end dates for the period under review; select “Both” under “Report Category”; select “Infraction” under “Case Type.” Click on “Enter” to generate the report.



Name Index Criminal/Traffic

Type of date
● Filing Date ○ Disposition Date

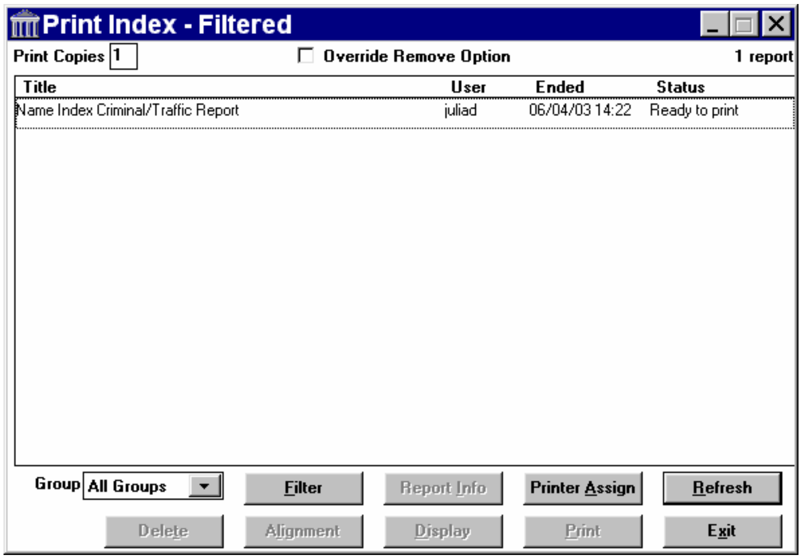
Report begin date 7/1/2002
Report end date 12/31/2002

Sort by
● Filing Date
○ Disposition Date
○ Defendant Name

Case Type
- Infraction
- Misdemeanor DUI
- Other Misdemeanor
- Parking Citation
- Parking Court Case
- State Felony
- Traffic Citation

Report Category
○ Criminal
○ Traffic
● Both

3. To print, exit this screen and go to the *Print Index* screen from the **Primary Menu**. Select the “Name Index Criminal/Traffic Report” and “Print.”



Print Index - Filtered

Print Copies 1 ☐ Override Remove Option 1 report

Title	User	Ended	Status
Name Index Criminal/Traffic Report	juliad	06/04/03 14:22	Ready to print

Group All Groups

9. CORIS REPORT: Collections Report – Detail of all accounts past due as of ______, 200X or due on _________, 200X

Uses: CORIS has two reports that can be used for collections. These reports are found from the **Primary Menu** *Information / Reports / Accounting / Management / Debt Collection*. If you have permissions to access the Collections programs you can also prepare the reports from *Case / Debt Collection / Reports*.

The Coris system tracks accounts by either time pay or a due date. A "time pay" schedule is created in the accounts receivable to reflect a specific payment plan. A "due date" is entered in the sentencing screen and will be the date the total amount of the account/s should be paid by. If a due date is not created the computer will automatically use the date the account is created as the due date.

There are two types of reports available. One lists all accounts receivable past due as of a specific date. The other lists only accounts becoming due as of that specific day.

1) Report **All** Cases **Past Due As of** Date

   By the date you select, this report will list:
   - All cases past the "due date" 30 days or more.
   - All cases on time pay that have a past due payment of 30 days or more.

2) Report **Only** Cases With Payments **Due on** Date

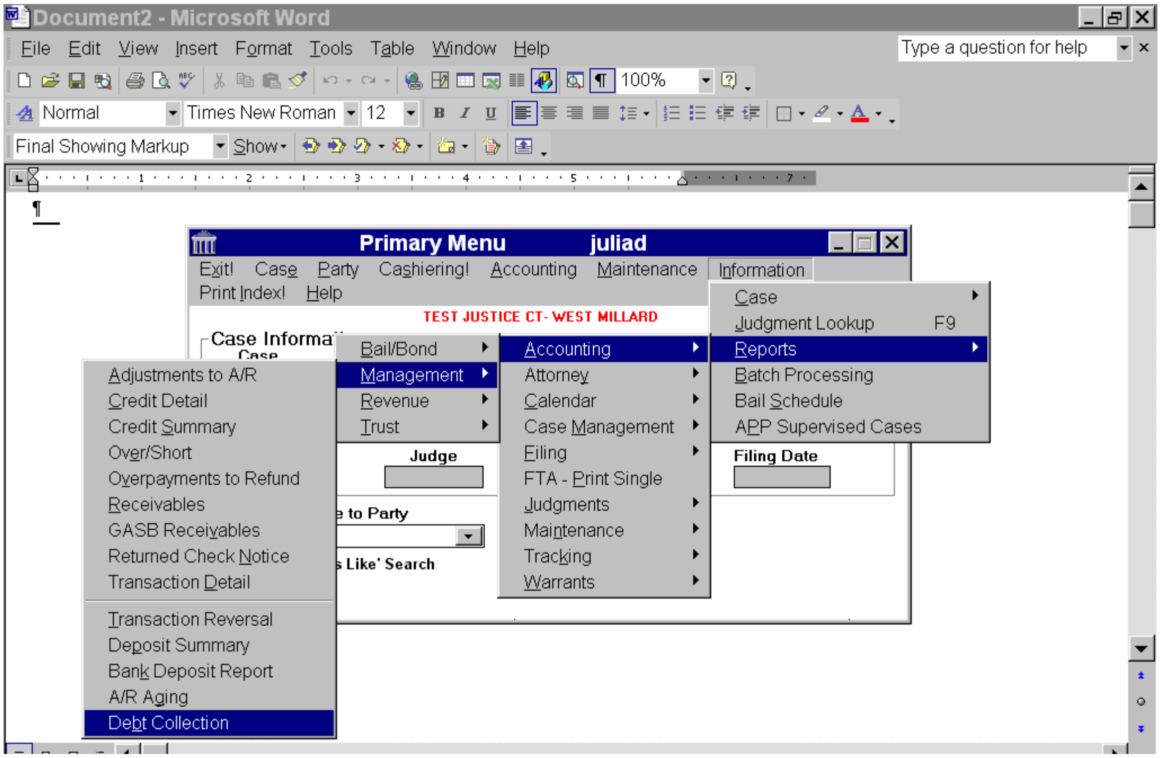
   By the date you select, this report will list:
   - Cases with a "due date" for this day only.
   - Cases on time pay that have a payment due for this day only.

   This selection reports only cases that were due as of this day, not all of the past due cases in the system. If the case is on time pay, it reports only cases that had a payment due on that date and are past due. If payments are current, it won't list the case.

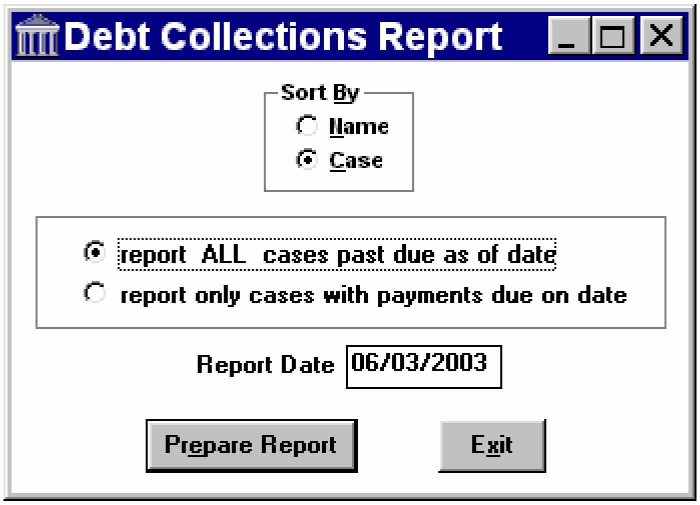
These reports can also be saved and imported to Excel if you want different sorting functions. In the print index screen select "view" instead of printing the report. Select "file" and "save as" from the top left corner of screen.

Steps

1. From the CORIS **Primary Menu**, select *Information / Reports / Accounting / Management / Debt Collection*.


Document2 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
Times New Roman
12
100%
Final Showing Markup
Show
Primary Menu
juliad
Exit! Case Party Cashiering! Accounting Maintenance Information
Print Index! Help
TEST JUSTICE CT- WEST MILLARD
Case Informa
Case
Judge
Filing Date
to Party
Like' Search
Case
Judgment Lookup F9
Reports
Batch Processing
Bail Schedule
APP Supervised Cases
Accounting
Attorney
Calendar
Case Management
Filing
FTA - Print Single
Judgments
Maintenance
Tracking
Warrants
Bail/Bond
Management
Revenue
Trust
Adjustments to A/R
Credit Detail
Credit Summary
Over/Short
Overpayments to Refund
Receivables
GASB Receivables
Returned Check Notice
Transaction Detail
Transaction Reversal
Deposit Summary
Bank Deposit Report
A/R Aging
Debt Collection

2. The screen below appears. Select "Sort by" option and "report ALL cases past due as of date. Click on "Report Date" field and enter the "as of" date for review. The reviewer may want to enter a date two weeks prior to the review date to eliminate cases that just recently became past due. Click on "Prepare Report" to generate the report.


Debt Collections Report

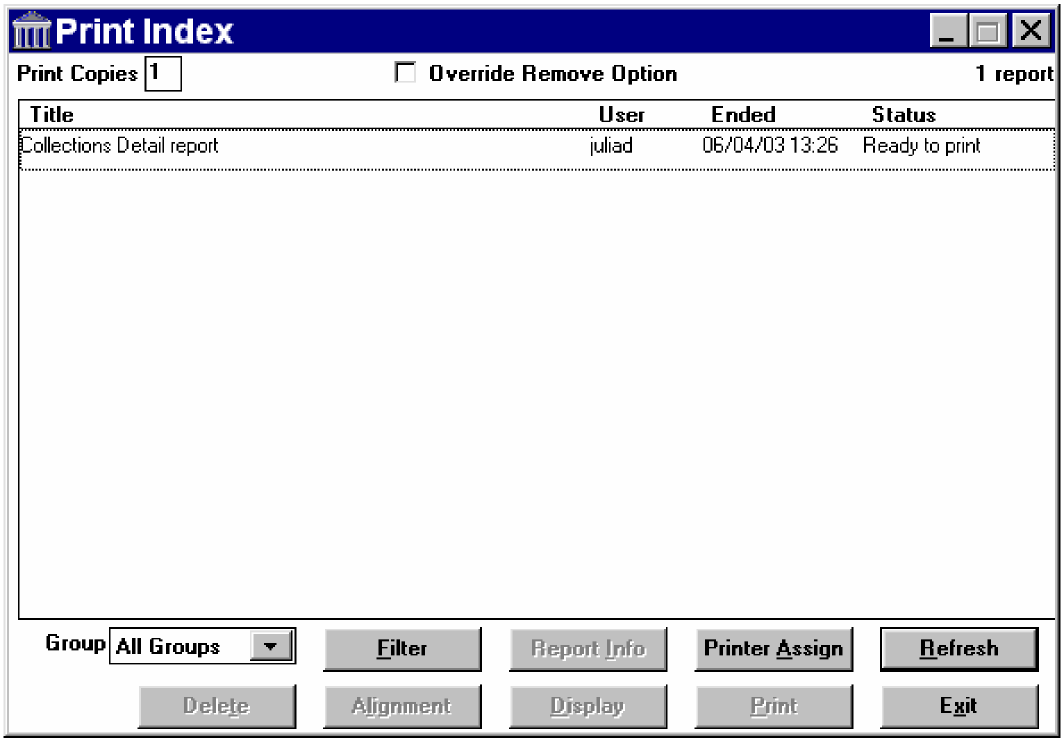
Sort By
○ Name
● Case

● report ALL cases past due as of date
○ report only cases with payments due on date

Report Date 06/03/2003

Prepare Report
Exit

3. To print, exit this screen and go to the *Print Index* screen from the **Primary Menu**. Select the “Collections Detail report” and “Print.”



Print Index
Print Copies 1
☐ Override Remove Option
1 report

Title	User	Ended	Status
Collections Detail report	juliad	06/04/03 13:26	Ready to print

Group All Groups
Filter
Report Info
Printer Assign
Refresh
Delete
Alignment
Display
Print
Exit